

## Santa Fe Botanical Garden

### JOB DESCRIPTION

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**Job Title:** Visitor Center Cashier

**FLSA Classification:** Non-Exempt

**Pay Rate:** \$16.25/hour

**Part Time:**  **Full Time:**

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**Supervision Received:** Position reports to the VC Head Cashier.

**Supervision Exercised:** None.

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#### **Job Summary:**

Under the general supervision of the VC Head Cashier, the Visitor Center Cashier welcomes visitors, processes admissions and memberships, and makes sales of Gift Shop merchandise. The Cashier may be the first and or the last face a Garden visitor sees, so a friendly, welcoming demeanor is absolutely required. The position also requires the ability to correctly and reliably handle cash, including making change, and make efficient credit card transactions, provide visitors with accurate Garden and Museum Hill information, and give concierge-level treatment to all visitors. The Cashier position demands professionalism and excellence in customer service.

#### **Essential Responsibilities:**

- Works collaboratively with Visitor Center staff to ensure smooth and timely admissions and Gift Shop transactions.
- Maintains familiarity with Gift Shop inventory in order to assist customers effectively.
- Communicates in a welcoming and informative manner with all Garden visitors and outside inquiries.
- Assists with product display, pricing, gift wrapping, and packaging items for shipping as needed.
- Supports opening and closing procedures for the Visitor Center.
- Maintains cleanliness and order in the Visitor Center, including vacuuming, sweeping, and dusting as needed.
- Collaborates with Garden staff on additional tasks and projects as needed.

#### **Additional Responsibilities:**

- Other duties as assigned by the VC Head Cashier.
- May be required to work extra hours and/or evenings during special events.
- Attends Garden-sponsored events as appropriate.
- Represents the Garden to members, donors, and the public.
- Maintains and enhances professional knowledge in accordance with the Garden's Professional Development SOP, including participation in approved conferences, seminars, certification programs, and other continuing education activities aligned with role responsibilities and organizational priorities.

**Competencies:**

- Commitment to the Garden's mission.
- Warm, friendly demeanor with strong customer service skills.
- Ability to maintain professionalism under pressure.
- Clear and effective communication skills, both in person and by phone.
- Strong ability to follow detailed procedures.
- Reliable and consistent in maintaining a set schedule.
- Have a positive and motivating presence while embracing change and challenge.
- Ability to work as part of a team and to work collaboratively, as well as independently.
- Ability to establish and maintain effective relationships with co-workers, supervisors, vendors, and contractors.
- Flexibility, integrity, and the highest degree of professionalism.

**Education Requirement:**

- High School Diploma or GED

**Experience Requirement:**

- Minimum 2 years of retail sales experience.

**Preferred Knowledge, Skills, and Abilities:**

- Point-of-Sale, computer, and working experience with a CRM (Altru preferred).
- Bilingual in English and Spanish preferred

**Special Requirements:**

- Valid New Mexico Driver's license
- May be required to work weekend or evening hours, and occasionally on holidays.
- Ability to successfully pass a criminal background check.

**Physical Requirements:**

- Must be able to lift 35 lbs.
- Must have good hearing and vision, and be able to stoop/kneel/reach.
- Must be able to walk on uneven terrain and navigate stairs.

**Working Environment:**

- Work is performed primarily in the Visitor Center and Gift Shop, with some time spent outdoors on Garden grounds.

**Equal Employment Opportunity:**

The Company is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

**Americans With Disabilities Act:**

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable

accommodation on a case-by-case basis in accordance with applicable law.

**Job Responsibilities:**

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. The Garden may change the specific job duties with or without prior notice based on the needs of the organization.