POSITION ANNOUNCEMENT

Position Title: Bookstore Assistant
Full or Part Time: Part-time, 2-3 days a week
Classification: Non-exempt
Pay Rate: $28.00 an hour

ABOUT SAN FRANCISCO BOTANICAL GARDEN

The mission of San Francisco Botanical Garden is to connect people to plants, the planet, and each other. Our unique Garden inspires visitors with the extraordinary diversity of rare and unusual plants that can be grown in coastal California. Through its programs and displays, the Garden cultivates the bond between people and plants and instills a deeper understanding of the necessity to conserve Earth’s biological diversity. As a public/private partnership between a community-based nonprofit organization and the San Francisco Recreation & Parks Department, and a beloved San Francisco institution, we are committed to transparency, cultural diversity, inclusion, and environmentally responsible practices. We are proud to be a public garden, accessible to all and grateful to the funders who help sustain us.

POSITION SUMMARY

The Garden Bookstore is one of the first places visitors engage with the Garden and plays a critical role in creating a good first impression as well as an excellent overall visitor experience. Since reopening in October 2020, the Bookstore has been focused on providing a safe and welcoming environment, while steadily expanding. The store is open seven days a week 10am-4pm.

The part-time Bookstore Assistant operates the bookstore three days a week, provides exceptional customer service, generates sales, and supports volunteers. The ideal candidate would be friendly, flexible, and creative with some experience with plants and/or books. The Bookstore Assistant will work closely with the Bookstore Manager on daily operations and special projects, work alongside and in partnership with the Plant Arbor, and supervise garden volunteers.

San Francisco Botanical Garden Society is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

RESPONSIBILITIES

● Open, operate, and close Bookstore 2-3 days a week, with some flexibility. Preferably Friday/Saturday.
● Provide exceptional customer service
• Generate sales at Bookstore and Plant Arbor
• Supervise volunteers
• Set-up and organize store merchandise and displays
• Assist store manager with daily operations such as receiving, stocking, organizing, processing online sales, maintaining online store, fulfillment, ordering, and special projects

REQUIREMENTS

• Retail experience, preferably in book or plant sales.
• Exceptional customer service skills and genuine enthusiasm for engaging visitors and members
• Excellent written and oral communications skills
• Creative problem-solver and tech-savvy
• Comfortable working in a small department where hands-on participation is needed
• Self-motivated and collaborative
• Passion for gardens or the natural world and for bringing those experiences to the public; highly committed to learning about the Garden

OTHER

• Must be comfortable working outside year-round
• Open to schedule changes with advance notice and to working some holidays
• Able to multi-task and adapt easily to changing situations
• Able to lift 35 lbs.

Pre-employment requires a clear background check and reference checks.

HOW TO APPLY

Please e-mail a brief cover letter and resume with subject line, “Bookstore Assistant” to jobs@sfbg.org. No telephone calls please.