



VOLUNTEER OPPORTUNITY:

Garden Shop Salesclerk

LOCATION: San Luis Obispo Botanical Garden, off Highway 1 in El Chorro Regional Park, between San Luis Obispo and Morro Bay

NEED: Garden Shop Salesclerks are needed to staff Eve's Garden Shop daily, weekends included.



JOB DESCRIPTION: Eve's Garden Shop salesclerks will be the first people to welcome and greet visitors to Eve's Garden Shop and the SLOBG Administration Building. Work one 4 hour shift, 10:00 AM to 2:00 PM or 1:00 PM to 5:00 PM per week, assisting customers in the Garden Shop and Nursery.

DUTIES AND RESPONSIBILITIES:

- Assist visitors with purchases from the Garden Shop and the Nursery, ticket sales and special event sales
- Provide information on the Garden, upcoming programs and events, services, and facilities such as the Oak Glen Pavilion
- Provide information and directions to other attractions in and around the San Luis Obispo area
- Maintain Garden Shop and outdoor areas at the entrance
- Research, order and stock items in the Shop
- Staff the Garden Shop during special events

QUALIFICATIONS AND REQUIREMENTS:

- Experience with computerized cash registers and sales
- Be reliable, timely and pleasant
- Have the ability to communicate clearly and concisely
- Be familiar with San Luis Obispo Botanical Garden
- Be familiar with Mediterranean garden plants

TRAINING: An in-depth orientation and training on the SLOBG Garden Shop computerized sales program will be provided. Reference materials related to Nursery plant material will also be available. New salesclerks will be scheduled to work with experienced volunteers until comfortable working alone. Other assistance will be provided. A general orientation to the garden and its mission will be provided.

COMMENTS: A commitment of one day per week is requested. The success of Eve's Garden Shop as a source of income for SLOBG depends upon staffing resources.

**For more information contact the Director of Volunteers at
805.541.1400x305 or volunteer@slobg.org.**