



QUEENS COUNTY FARM MUSEUM

Now Hiring: Visitor Services & Sales Assistant (seasonal)

About the Queens County Farm Museum:

The Queens County Farm Museum is a 47-acre working farm dating back to 1697. We are a public resource, visited by over 400,000 people each year. The site includes an 18th-century farmhouse, glass greenhouse, and restored barns which provide us with a glimpse into our agrarian past. Its rich glacial soil—which attracted European settlers in the 17th century—is cultivated today using sustainable practices, providing people with the freshest food. We are a New York City landmark where historic structures, productive fields, woodland, and livestock bring agricultural history to life.

Job Description:

Queens County Farm Museum is looking for a motivated, energetic individual to join our Welcome Center team. This dynamic space serves as an information hub to farm visitors as well as our Farm Store and Plant Shop. Our diverse offerings include gifts, books, stationery, children's toys, locally-made goods, gardening supplies, personal care products, farm products, and a wide array of seasonal plants.

Visitor Services/Hospitality

- Engage & inform visitors about Queens Farm, sharing relevant updates (i.e. daily activities, upcoming events)
- Distribute information about Queens Farm programs (site rentals, volunteer program, membership, events)
- Answer visitor questions and address concerns, directing visitors to proper outlets
- Answer phone calls and take messages appropriately
- Promote benefits of Membership program

Retail Sales

- Responsible for daily transactions and accuracy of cash register, daily sales, & inventory levels
- Generate retail sales & inventory reports and provide product performance analysis
- Ensure that products, signage, and Queens Farm literature are updated and attractively displayed
- Make recommendations for new products, specials or promotions to introduce
- Communicate customer feedback to supervisor
- Share information with customers regarding selection, care & propagation of plants
- Package prepared snacks for sale
- Responsible for washing and packaging farm eggs

(over)

Maintenance

- Maintain orderly appearance and cleanliness of store, product displays and work area
- Fill and stock animal feed on a daily basis
- Assist with seasonal greenhouse tasks including plant propagation and care, pricing, and checking in plant deliveries

Requirements:

- Excellent communication & customer service skills
- Solid time management skills, detail-oriented, punctual and reliable
- Open and willing to learn; interested in bringing new ideas to the organization
- Demonstrated ability to work well with a team
- Demonstrated ability to effectively interact with people of diverse socioeconomic, cultural, disability, and ethnic backgrounds
- 2+ years of retail experience
- Experience with point-of-sale systems like Microsoft Dynamics
- Comfortable in high customer traffic situations
- Greenhouse experience/knowledge of plant care a plus
- Ability to stand on feet for 8 hours
- Ability to lift up to 30 pounds
- Ability to handle all types of plants

Hours & Compensation:

Part-time; Evenings and weekends occasionally required. \$15.00/hour. Start date: mid-March

To Apply:

Please send a cover letter explaining why you want to join the Queens Farm team along with a resume, to Sarah at: hr@queensfarm.org. Applications without a cover letter will not be considered.

The application deadline is Friday, March 1, 2019.