



QUEENS COUNTY FARM MUSEUM

For Immediate Hire: 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 a landmark 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 treasure 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 functioning as a Gift Shop 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
- 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 for sale

(over)

Maintenance

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

Requirements:

- Excellent interpersonal & 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
- Comfortable in high customer traffic situations
- Greenhouse experience/knowledge of plant care preferred
- 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: **Saturdays and Sundays, 9:30am-5:30pm** through end of October. Evenings occasionally required. \$13.00/hour. Start date: ASAP

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. **The application deadline is Friday, April 20, 2018.**