



## Union Station Pop-Up Sales Associate – Job Description

**National Cherry Blossom Festival, Inc.**, a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking a sales associate to sell official National Cherry Blossom Festival merchandise and provide excellent customer service at our Union Station Pop-up shop.

### Company Description

The National Cherry Blossom Festival, Inc. is a 501(c)(3) not-for-profit organization dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

### Job Description

The sales associate performs the following functions:

- Open and close the kiosk as necessary for daily operations.
- Support the Manager in the daily operations of the Pop-Up Kiosk.
- Act as “manager on duty” during some shifts when the Manager is not present. Including supervising staff and volunteers.
- Provide exceptional customer service.
- Share directions and National Cherry Blossom Festival information with visitors.
- Handle cash and credit cards, including recording and reconciliation, depositing cash on a daily basis, and ensuring that proper change is available for cash drawers at all times.
- Ensure that the kiosk and surrounding area are kept clean and tidy. Organizes storage and fills in display as needed.
- Attend and manage off-site events as required.
- Track and log inventory, keep manager informed on stock of products.
- Responsible for making sure that all policies, procedures and controls are followed.

### Time Commitment:

- March 2019 – April 2019
- Three to Five Days per week

### Qualifications

- Excellent customer services skills
- Superb communication skills
- Familiarity with Square a plus
- Ability to use and navigate an iPad
- Experience in retail preferred but not required
- Excellent attention to detail
- Thorough organizational prowess
- Polished demeanor
- Grace and poise under pressure
- History of working well within in a team environment
- Demonstrated ability to achieve goals while working independently
- Ability to lift up to 30 pounds when needed
- Ability to be on feet standing for up to 8 hours a day

### Application Instructions

Please send cover letter and resume to Nick Field, Finance Manager [nfield@ncbfdc.org](mailto:nfield@ncbfdc.org). Applicants will be notified via email if they have been selected for an interview.