

SEE ROCK CITY, INC.
JOB DESCRIPTION

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| Title: <i>GARDENS GATEWAY LEAD PARTNER</i> | Team: Retail |
| Reports to: Gardens Gateway Team Leader | Status: Part-Time, Non-Exempt |

Summary

Oversees daily operations of the Gardens Gateway and Woodland Wonders areas of Rock City Gardens. *Under the direction of the Retail Senior Team Leader the Gardens Gateway Lead Partner is responsible for performing the following duties:*

Responsibilities

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values.
- Models appropriate guest and partner interaction at all times, displaying the values of the culture of excellence and leading in a manner that serves as an organizational model for the values.
- Communicates scheduling issues to Team Leader or Retail Operations Manager. Proactively manages labor during changing business needs.
- Assists the Team Leader with merchandise ordering and tracking merchandise sales and damages.
- Works with Team Leader to ensure that merchandise is attractively displayed, and shops are clean and well stocked to achieve favorable per caps.
- Trains partners to include knowledge of opening and closing procedures, proper cash handling and register usage.
- Monitors cash handling procedures to minimize shrink/loss.
- Oversees the daily supervision of partners assigned to work on the Gardens Gateway Team in absence of Team Leader.
- Ensures that company policies are enforced.
- Performs cashier duties.
- Ability to close Gardens Gateway a minimum of 3 nights per week.
- Performs other duties as assigned by management.

Qualifications

- High school diploma or GED required.
- Minimum 1 year(s) experience in retail and/or sales environment preferred.
- Coordination and Team Leader skills with the ability to motivate, develop, and oversee others.
- Ability to lead up to ___ partners.
- Must possess excellent computer skills and be proficient in MS Office, including Word, Excel, and Outlook.
- Possess an outgoing, friendly personality and the ability to provide excellent guest service.
- Ability to communicate and interact effectively in one-on-one and small group situations.
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 50 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.