

New Orleans City Park Temporary Full-time Job Vacancy Notice: Gift Shop Attendant



New Orleans City Park is seeking a temporary full-time Gift Shop Attendant for the gift shop located inside Morning Call to assist with the daily operations of the gift shop. This is a full-time position on a temporary basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides first-rate customer service by directing all visitors and calls to the gift shop.
- Is knowledgeable of all City Park activities and events and is able to provide general Park-wide information and give accurate directions to guests. Attends to walk-in guests.
- Orders supplies for day-to-day operations, and conducts a weekly inventory of materials.
- Assists with scheduling and cross-training of gift shop cashiers.
- Coordinates maintenance duties and creates maintenance schedule for the gift shop.
- Required to work weekends and holidays.

EDUCATION and/or EXPERIENCE:

High school diploma or GED; three to five years related experience and/or training; or equivalent combination of education and experience.

*You may apply in person at the City Park Administration Building, located at 1 Palm Dr., Monday through Friday, from 8AM to 4PM, or you can email your cover letter and resume to hr@nocp.org.