

Spruce Gifts & Provisions Sales Associates

Reporting Relationship: General Manager, Assistant Manager

Position Terms: Part-time, non-exempt, for immediate or delayed employment

Location: Hood River and Bonneville Fish Hatchery (Cascade Locks)

Who we are

The Oregon Wildlife Foundation (OWF) is an operating charitable foundation based in Portland, Oregon. OWF raises and distributes charitable gifts in support of fish and wildlife projects throughout Oregon. Our programs include small grants, fiscal sponsorship, campaign fundraising, and land conservancy. OWF also operates Spruce Gifts & Provisions (SGP) stores in the Columbia River Gorge at Bonneville Fish Hatchery and downtown Hood River. Our gift stores are the perfect outposts to connect with visitors from the Pacific Northwest and throughout the world.

We are currently seeking seasoned and dynamic people to join our teams in the Columbia River Gorge with locations in downtown Hood River and at Bonneville Fish Hatchery (Cascade Locks).

Spruce Gifts & Provisions team members are in a unique position; they connect people to wildlife conservation in Oregon. If you possess an enthusiastic attitude and desire to work for a store with a mission, then SGP is the place for you.

Position description

Associates at Spruce play an integral role in ensuring that each customer has a positive shopping experience by assisting guests in finding items, understanding what we have to sell, or simply enjoying browsing our stores. Associates help ensure that our stores are clean, organized, and safe for shoppers and our other staff. With guests visiting stores throughout the United States and beyond, Associates must also know about the Oregon Wildlife Foundation, Bonneville Fish Hatchery and Dam, the Columbia River Gorge, and the surrounding area.

What you'll do

Associates are responsible for attending and assisting guests with inquiries and purchases of our merchandise, general stocking and cleaning of our stores, making coffee (Bonneville only), and accurately processing sales through our register point-of-sale system.

We are looking for people who are highly motivated, customer-focused, and quick on their feet. So if making meaningful connections, problem-solving, and stepping it up to win the day is what you do, and you love it, we want you!

Your Role at SGP:

- maintain a great working relationship with all members of our teams
- Knowledgeable and skilled with our register's point-of-sale system
- Organized and timely in your approach to work
- Readily jump in and help deliver top-notch service
- Learn about the products we sell and where they can be found
- Maintain stock levels on floor inventory.

- Keep a clean sales floor - including but not limited to dusting, vacuuming, sweeping, mopping, and dishes from the coffee bar (Bonneville location).
- Ring up guest purchases, check for accuracy, and close sales with the proper method of payment (i.e., gift card, cash, debit, or credit card).
- Ensure guest satisfaction and tactfully negotiate accommodation if dissatisfied
- Accept responsibility for and ensure till count accuracy at the close of your shift.

As an ideal candidate, you...

- Have an engaging and welcoming personality
- Demonstrate strong attention to detail
- Can work under pressure in a fast-paced environment
- Have a passion for creating an exceptional experience for all guests
- Illustrate excellent communication skills
- Have reliable transportation
- Authorized to work in the United States

Compensation

\$16 - \$20 per hour DOE

How to apply

Please email sprucegiftsandprovisions@myowf.org to share your interest in joining our staff! Include a copy of your resume and tell us when you can start working in one or both of our stores.

Oregon Wildlife Foundation is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.