



## LA Plaza Cocina Store Manager

LA Plaza de Cultura y Artes serves the public by providing educational experiences through public programming and exhibitions that celebrate the rich cultural heritage of Mexicans, Mexican Americans and all Latinos in Southern California. LA Plaza opened to the public in 2011 in two renovated buildings located in the downtown Los Angeles historic core. Established by the County of Los Angeles, LA Plaza operates as a non-profit organization governed by a board of directors and is partially funded through the County's cultural arts program. LA Plaza is a Smithsonian affiliate museum. More information is available at [www.lapca.org](http://www.lapca.org).

LA Plaza de Cultura y Artes LA Plaza Cocina (LA Cocina) is seeking a Full-time Store Manager. The Manager handles the day-to-day operation of LA Tiendita and the retail inventory, as well as leading the daily operation to ensure sales goals are met. The Manager is responsible for embodying the first impression of LA Cocina and is an integral part of the 365-day operation. Responsible for floor coverage and will provide support and work within budgetary guidelines. Oversees retail sales. Must present a friendly demeanor while greeting and providing customer service to guests, informing them of the retail and/or promotional items present in LA Tiendita, performing technical tasks in the point-of-sale system, and completing daily assigned tasks. Must embrace and model outstanding customer service to all.

In addition, the position supports the LA Cocina Facility Coordinator by supporting public programs to ensure smooth program delivery. This will include administrative, logistical and information management assistance with LA Plaza team members (security and porters), as well as coordinating logistics of public programs consisting of talks, cooking classes and demos; (2) will be responsible for the intake of students, inventory, web support and various other Cocina events and projects.

### General Responsibilities:

- Maintain budget by monitoring spending and track for assisting with annual budget preparation.
- Maintain and assist with updating departmental procedures.
- Record and upload weekly store sales.
- Responsible for all inventory accounting and maintenance in Square POS.
  - Maintain subscriptions for POS, online store, shipping, postage, etc.
- Review and process sales and inventory report schedules i.e., Annual Fiscal Inventory Report.
- Wholesale purchasing and vendor-related research and negotiation.
- Handles cash responsibly and with accuracy according to opening/closing reconciliation procedures.
- Provide Accounting with timely monthly cash deposits and reconciliation reports.
- Responsible for retail consignments – research, contracts, monitoring demand, restocking, and payouts.
- Demonstrates knowledge of products.
- Maintain and adhere to any/all merchandise licensing.
- Custom orders – research, recommend, and process for proprietary merchandise.
- Maintains the store throughout the day by restocking, organizing, cleaning, etc.
- Replenishes low stock and reports any shortages.
- Maintains and orders all general store supplies.
- Create retail displays according to exhibition turnovers and holiday seasons.

- Resolve customer service issues with professionalism and escalate when necessary.
- Perform other duties as assigned by Director of Public Programs & Culinary Arts.

### **Qualifications**

- Highly dependable & reliable.
- Professional demeanor.
- Ability to take direction and work independently.
- A strong customer service/audience engagement orientation.
- Ability to communicate effectively with a wide range of personalities, age groups, and ethnicities.
- 1- 2 years of retail experience.
- Above average math and computing skills.
- Interest in a career in art, history, or museum field.
- Fluent in Spanish Language preferred.

### **Physical Demands**

- Ability to perform the physical requirements of the job, including frequent standing, walking, bending, kneeling, crouching, lifting, pulling, and carrying up to 30 pounds.
- Must be able to stand for long periods of time.

### **Schedule**

Wednesday through Sunday, 9:00 am to 6:00 pm with some flexibility for overtime and/or makeup time for programs and special events.

**Reports to:** Director of Public Programs & Culinary Arts

### **Compensation and Employment Status:**

Hourly: \$19.23 per hour; \$40,000.00 annually.

Full-time, Nonexempt position.

Monthly nonaccountable cell phone/internet stipend of \$40.00 (before taxes/withholdings).

### **LA Plaza offers a competitive compensation package that includes:**

- Holiday pay when on scheduled workday.
- 90-day introductory period.
- Direct deposit of paycheck twice per month.
- Individual health, dental and vision care.
- Non-matching 401k.
- Free parking.
- 20% Discount in LA Plaza LA Tienda.

Employment background screening will be conducted and conditional upon any offer of employment.

Proof of COVID-19 vaccination will be part of on-boarding processing.

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **How to Apply**

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to [jobs@lapca.org](mailto:jobs@lapca.org)