

Garden Centre Assistant

Job Description

This is an entry level position. We need positive, energetic, honest, dependable and team focused candidates. This position on our team can be a full-time or part-time seasonal position with a possibility of the successful candidate upgrading it to a full-time salaried position.

**Duties**

The incumbent may find themselves:

Providing an amazing retail experience to our customers by:

* Pleasantly and accurately enumerating customer orders for checkout.
* Accurately and pleasantly operating a retail POS system to record sales, refunds, layaways, purchases and successfully balancing cash at end of work shift.
* Enthusiastically responding, in person or on the telephone, to customer queries about plant selection or plant care or other product information
* Fulfilling orders from our online store
* Clearly explaining Company policies on such things as deliveries, guarantees and refunds
* Eagerly building and maintaining compelling retail product displays in our store and in our outdoor retail yard
* Pleasantly locating products for customers
* Cheerfully offering physical assistance by carrying orders out to customer vehicles

*This will be done under the close supervision of the Retail Supervisor*

Maintaining outstanding quality of our plant material by:

* Watering crops with close attention to detail.
* Cutting back or deadheading annual and perennial crops or pruning trees and shrubs.
* Gapping and rotating crops in the greenhouses, or in the outdoor display area.
* Preparing and filling grower pots and setting up planting schedules
* Transplanting seedlings in an efficient, organized manner
* Unloading, accounting for, tagging and displaying of new inventory

*This will be done under the close supervision of the Greenhouse Supervisor or the Retail Supervisor*

Assisting with the seasonal transitions in the Garden Centre by:

* Storing “out of season” inventory
* *Assisting in construction of Christmas Store*
* Performing annual maintenance on greenhouse equipment such as fans, carts and benches

Performing other duties related to the creation and maintenance of a safe and clean workplace

**Working Conditions**

The successful candidate must be prepared to work weekends, evenings, and some holidays.

Their smile must be equally cheery in the rain, snow, heat or cold.

This is a very seasonal business and the successful candidate must be able to adapt to a wide range of paces. Seasonality dictates several changes in schedule throughout a year. Certain seasons may require a six day work week and/ or evening work hours.

**Qualifications**

The incumbent will:

* Have an uncompromising desire to contribute to a safe, clean and positive workplace. Have reliable transportation to work for all scheduled shifts.
* Be physically fit and able to manage heavy loads and work in all weather conditions
* Be a pleasant and adaptable team player.
* Be an articulate communicator.
* Be familiar with basic computer operations. We can train on all of the necessary software.
* Find it an asset to have forklift and tractor experience. We can train.
* Find it an asset to have horticultural knowledge and experience. We can train.

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