A logo with green leaves

Description automatically generated

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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