Garden Centre Assistant

Job Description

This is an entry level position.

This position on our team will be a full-time seasonal position. There is a possibility for the incumbent to earn full-time status. The incumbent is paid on an hourly basis with entry level being minimum wage.

Duties

The incumbent will find themselves:

Providing an amazing retail experience to our customers by:

* Accurately and pleasantly operating a retail POS system to record sales, refunds, layaways, purchases and successfully balancing cash at end of 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 greenhouses, in our store and in our outdoor retail yard

*These duties will be done under close supervision.*

Contributing to an efficient production and maintenance team in the greenhouses by:

* Transplanting various crops and arranging on retail benches
* Learning to operate a pot filling machine and filling pots, flats and planters under the direction of a supervisor.
* Moving pots and setting up planting stations in the greenhouses.
* Moving plants
* Watering plants under the direction of a supervisor.
* Participating in the unloading of trucks. (Forklift training may become necessary. We will provide that.)

Participating with a team to ensure that our customers enjoy an amazing shopping experience by:

* Learning basic plant identification and location in our greenhouses so as to be able to guide customers
* Accurately and efficiently recording customer orders so that they can be processed at our cash stations.
* Providing physical assistance, in a pleasant manner, to our customers. This would include carry out to customer vehicles.

Assisting with the seasonal transitions in the Garden Centre by:

* Storing “out of season” inventory
* *Assisting in construction of Christmas Store*
* Unloading, accounting for, tagging and displaying of new inventory
* 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 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. We cannot teach that.
* Be an articulate communicator. We cannot teach that.
* 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.
* Have an uncompromising desire to contribute to a safe, clean and positive workplace.

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