



Job Description
Retail Clerk – Garden Center - Seasonal

Job title	<i>Retail Clerk – Garden Center - Seasonal</i>
Reports to	<i>Store Manager, President</i>

Job purpose

Assist with functions pertaining to the operation of the Garden Center retail store and customer service. Assume additional responsibilities as determined by the store manager.

Duties and responsibilities

- Greet customers in the Garden Center and Store. Provide customer assistance and answer questions concerning location, price and use of merchandise in a professional and timely manner.
- Operate a cash register and ensure accurate transactions of cash, checks, credit cards and Barn Card discounts.
- Stock and organize merchandise throughout the Garden Center and Store.
- Assist with maintaining inventory levels by counting, requisitioning and/or ordering.
- Maintains clean fixtures and displays. Keeps work areas clean and free of clutter.
- Answer telephones; follow-up on requests and questions promptly.
- Assume other duties as assigned by store manager or supervisors.

Qualifications

- Must be 18 years of age.
- High school diploma or GED.
- Minimum one year cashier experience in the retail industry.
- The successful candidate will possess excellent customer focus and customer service skills.
- Must be organized, flexible and able to multi-task.
- Strong listening and communication and skills are essential.
- Horticulture or northern climate gardening experience is appreciated.

Physical Demands

- Frequently lift and/or move items that weigh up to 50 lbs.
- Requires standing and/or walking for long periods of time on hard surfaces.
- Requires ability to bend and stoop throughout the day.
- Requires ability to use arms and shoulders to lift and reach overhead, mid-level and low-level.
- Requires ability to climb stairs and step-ladders up to 8 feet.
- Requires ability to work indoors and outdoors for various periods of time.

Working Relationship

Must be able to work closely with all store personnel, Store Manager and Company President.

Directly reports to:

Store Manager, President, CEO