

Garden Center Sales Associate/Labor III

\$14.50 - \$17.50

20 – 32 hours per week Afternoons and Daily daytime shifts available

(more hours available during prime seasons May, June, October, November, December)

Paid time off

Matching Simple IRA

Cultivate & Deliver Customer Value:

- Deliver friendly and helpful customer service
- Help maintain a safe environment for staff and guests
- Help maintain the quality of the product available for sale – Maintenance (watering, dividing, deadheading, planting, trimming, spraying and inventory control etc)
- Help maintain the cleanliness of the garden center, keeping it neat, organized and safe at all times
- Constantly increase your knowledge about plants, fertilizers and gardening supplies
- Commit to continuous learning and capitalize on all training and development opportunities
- Cross-sell and encourage beneficial add-ons, up-sell when appropriate; promote current sales, promotions etc.
- Embrace change and proactively raise new ideas to improve the performance of the nursery

Be a Team Player:

- Be a reliable teammate with a "can do" attitude who assists with all store tasks including, but not limited to, plant maintenance, deliveries, inventory spot counts and the opening and end of day processes
- Friendly and approachable
- Help create a positive environment in which to work, shop and buy
- Provide a happy and unique personal shopping experience for our clients.
- Advise clients on the care and maintenance of plants, trees, shrubs and garden related items.
- Enthusiastic about products & solutions, become knowledgeable and comfortable with suggest selling skills in order to assist customers on product needs (nursery items, fertilizer, soil, mulch, rock). Garden Center Sales Associate will interact with all customers, staff and vendors in a professional manner at all times.
- Can hold yourself and others accountable to deliver on our commitments
- Work as a team to achieve sales goals
- Get your steps in

Skills and Requirements:

- Fantastic customer service skills
- Be able to multi-task
- Ability to work independently and with others in a fast-paced environment to achieve goals.
- Detail oriented & excellent communication skills
- Previous retail, sales and/or hospitality experience a major plus
- Basic understanding of difference between retail and wholesale/commercial customers preferred
- Experience with and ability to operate a cash register/Point of sale/ Cash transactions accurately and efficiently
- Basic and accurate math skills to add up manual invoices using calculator
- Ability to hand write up invoices and orders accurately
- Must have the ability to stand and walk most of the entire shift and work primarily outdoors in diverse Northern Illinois weather with exposure to garden center/greenhouse elements such as dirt, insects, strong smells, water, snow, heat and cold as well as the ability to lift 50 lbs. repeatedly.
- Stocking and pricing of merchandise
- Unloading and loading vehicles.
- Assist in customer carry-outs
- Design and create items during holiday seasons, work in the greenhouses, create floral arrangements, create custom pots and more.
- Design and or make suggestions for clients to fit their needs

- Follow safe work practices
- Gardening work; watering, pruning, deadheading, digging, raking, shoveling, transplanting, cleaning, sawing, planting, emptying trash bins, fronting stock etc.
- Use a hose correctly
- Setting and restocking retail displays and executing special projects
- Sell holiday and seasonal items well (i.e. pumpkins, Christmas trees etc.)
- Ability to follow direction both verbal and written with minimal supervision
- Notify supervisors of products that may need reordering
- Monitor equipment use and maintain equipment and tools in good working order.
- Perform other related duties and assignments as requested
- Experience working in a garden center or nursery preferred
- Basic computer skills (Social Media, Excel, email, Microsoft word, digital camera and familiarity using POS systems)

The ideal candidate will have:

- an upbeat positive attitude
- friendly, polite, professional and people oriented
- motivated, creative
- reliable, punctual and trustworthy
- an interest in learning about all plants, trees and shrubs and items related

Candidates must be able to work weekends including Sundays and holidays (Mother’s Day, Memorial Day, Veteran’s Day, Valentine’s Day) Labor Day and Fourth of July will be discussed per weather and availability. Be able to lift at least 50 - 60 lbs. Be on your feet for the duration of your shift. This position requires extensive use of back, legs, knees, arms, feet and hands for lifting, stooping, squatting, bending, twisting, kneeling, pulling, pushing, reaching overhead, standing and walking. Ability to use a ladder. Use a hose. Use a radio and phone to communicate to clients, staff, employers etc. Work in all weather conditions (SUNNY, HOT, COLD, WIND, RAIN, HUMIDITY, SNOW, WET, etc.) and all humidity levels. Must have tolerance to dust, dirt, strong odors and the Sun. Be subject to a background screening.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties the team member in this position might be asked to perform or of all qualifications that may be required either now or in the future. The above is not an exhaustive list of responsibilities - in the spirit of collaboration and growth, what we’re after is for you to shape and grow your role beyond what’s listed. I understand that this job description is not an employment contract for any specific length of time between the Company and me, and that in the event I am hired, my employment will be “at will” and either the Company or I can terminate my employment with or without cause and with or without notice at any time.

West End Florists, Inc. is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, non-job related disabilities, age, any other protected group status, military or veteran status in accordance with federal law. In addition, West End Florists, Inc. complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. West End Florists, Inc. also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

If this sounds like a good fit, we would love to hear from you. Please apply in person and ask for an application from above link, go to indeed.com or see a sales associate at 3800 Old Glenview Rd. Evanston, Il 60201, Tuesday – Saturday 10 am- 4 pm. If you have a resume, please bring it along and turn it in with your completed job application. Please no phone calls or emails.

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