

RETAIL SALES POSITION

I. PRIMARY RESPONSIBILITIES:

This position is responsible for producing accurate, balanced register drawers and maintaining a smooth flowing checkout system while providing competent and exceptional customer service. Many times, as a retail sales team member you are the first person seen by our customers. We strive to give our customers the best experience possible when coming to Prairie Blossom Nursery and welcome them like family.

II. ESSENTIAL FUNCTIONS:

- Greet customers as they reach the checkout area and handle the transactions in a logical progression to achieve optimum speed and accuracy.
- Ensure that customers are processed promptly, questions are answered and any problems are properly handled.
- Make certain that all cash and charge sales are rung properly, that correct change is given and that receipts are handed to the customers.
- Box or bag the customer's purchases with care, offer any helpful suggestions relating to the product and give planting instructions whenever applicable.
- Direct problems that may arise with customers in the checkout line to the Store Team Leader or Store Manager.
- Answer phone calls and ensure that all calls are properly directed and that phone customers receive prompt assistance.

III. ADDITIONAL FUNCTIONS:

- Use the radio when needed.
- Perform carryout service for customers when necessary and retrieve carts from the parking area.
- Responsible for the general tidiness and cleanliness of the cash register and retail areas; dust and sweep daily and empty the waste containers frequently.
- Attend training meetings when scheduled.
- Use Computer to enter purchase orders, print plant tags, signs and price labels.
- Receive products, then price and stock inventory.
- Assume any other responsibilities that the Store Manager or the Store Team Leader may assign.

This position description is not an exhaustive statement of duties or accountabilities. Any individual may be required to perform any other job-related activities or functions requested by his or her manager, subject to reasonable accommodation. Prairie Blossom Nursery has the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs.

IV. QUALIFICATIONS AND REQUIREMENTS:

- Ethical, dependable, honest and trustworthy
- Polite, courteous, patient, and the ability to handle difficult people with tact
- Strong attention to detail and accuracy
- Ability to add, subtract, multiply, divide and figure percentages
- Excellent communication
- Previous retail experience a plus
- Available to work holidays & weekends as schedule demands
- Ability to frequently lift up 25 to 50 pounds
- Constant walking, bending, carrying, lifting, kneeling, pushing, pulling, etc.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

V. JOB ENVIRONMENT:

- *Up to 90% of this job is performed inside the building and the remaining 10% could be outside. When outside there is exposure to all types of weather: heat, sun, high humidity, rain or cold.*
- *There is exposure to packaged soils and soil amendments, packaged chemicals, pollen, seeds and various types of plants.*
- *The tools used in this job include cash registers, calculators, computers, sign machine, fax, copier and pallet jack.*

VI. BENEFITS:

- Stimulating and energizing work environment
- Flexible scheduling for seasonal, part time, and full time positions
- On-the-job training to build gardening and plant knowledge
- Paid Time Off (PTO program)
- Employee discount

Prairie Blossom Nursery and Garden Center is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, disability status, protected veteran status or any other characteristic protected by law.

Applications may be completed at the store or on our website at

<https://prairieblossomnursery.com/pages/employment>