



LANDSCAPE · NURSERY · GARDEN CENTER

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February, 2022

#### EMPLOYMENT OPPORTUNITY: Operations Specialist – Wilmette Retail Store

The Chalet has an opportunity for a full-time, year-round Operations Specialist/Lead to help us maintain safe working and shopping environments for our staff and customers. This position reports to our Operations Manager and would assist with projects throughout our 20,000 square foot retail store and 90,000 square foot gardens on our Wilmette campus.

#### Responsibilities include:

- Ensure store is clean and ready for business each morning.
- Aid in maintaining a clean workplace by keeping supplies neat and organized, deep cleaning of concrete floors when needed (prior to store opening), and make sure the Nursery yard, side concrete yard and south side of store is free of leaves and debris.
- Assist with miscellaneous tasks including going to bank for change, assigning and labeling lockers for associates, tool sharpening, and changing of store hours signs.
- Go on service calls to our guests' homes to troubleshoot fountain and fire pit issues, repair if possible. Deliver and install fountains and fire pits while in season.
- Perform maintenance and repair of the store radios and complete a quarterly inventory.
- Install products that Chalet sells such as mailboxes, arbors, and trellises.
- Assist with assembly of furniture for display.
- Provide courteous, professional and prompt customer service to staff and customers.
- Proactively identify maintenance and minor repairs that are needed and inform Operations Manager of more major issues that need outside services.
- Assist with the setup of facilities for meetings or events.
- Assist Visual team with creating and building displays.

#### The ideal candidate will possess the following qualifications:

- Previous maintenance experience is required along with strong mechanical aptitude. Knowledge of and use of hand and power tools preferred.
- Have a friendly and easily approachable style with the desire to provide professional, prompt and courteous customer service.
- Must be able to lift 75 pounds, bend, reach, push/pull, kneel, climb, and confidently use ladders. Forklift certified a plus.
- Be able to see the little things and the big picture, proactively identifying, troubleshooting, and resolving any facility issues. Good time management skills to prioritize and attend to issues.
- Trustworthy, dependable, conscientious, organized and a self-starter.
- We are a drug-free work environment. All offers are contingent on satisfactory results of a pre-employment drug test. Given the highly trusted nature of this job, consent to both a background check and motor vehicle check is required post offer.

This is a full-time, year-round position that works Monday through Saturday and offers a competitive hourly rate and full benefits package including medical, dental, life and disability insurances, paid time off, holidays, and 401(k) with match.

If you or someone you know is qualified and interested in the position, email their resume to [AlexM@chaletnursery.com](mailto:AlexM@chaletnursery.com). Qualified candidates will be contacted to set up an interview for a later date. Thank you.