

roles

and



responsibilities



## Cashier

seasonal: part-time

<b>Department</b>	Retail
<b>Reports to</b>	Lauren Luepke

### Description

As a Cashier, you will be responsible for providing exceptional customer service and handling financial transactions accurately. Your role is pivotal in ensuring a positive customer experience while supporting the efficient operation of our greenhouse.

### Responsibilities

- Greet customers as they enter the store and provide excellent customer service.
- Keep the checkout area, including the cash register, clean and organized.
- Assist in general greenhouse cleaning and tidying as needed.
- Accurately process cash, credit card, and other forms of transactions.
- Handle returns, exchanges, and refunds following greenhouse policies.
- Operate the cash register, barcode scanner, and any other related equipment.

### Requirements

- Must be able to start in April
- Must be at least 14 years old
- Ability to stand for the entirety of your shift
- Be able to lift 20+ pounds
- Positive mindset and go-getter attitude
- Good with people
  - previous customer service experience is a plus!
- Disclaimer: You do *NOT* need plant experience and will learn on the job
  - Experience *DOES* help however!

# Seasonal Help / Crew Member

seasonal: part-time / full-time

<b>Department</b>	Greenhouse / Backstock
<b>Reports to</b>	Nikolay Gueorguiev / Steve Risan

## Description

Want to get a workout in while you're getting paid? Then this is the position for you. Our carry-out crew members are our quickest and strongest team members.

## Responsibilities

- Load mulch, dirt, and other items into customer vehicles
- Carry out customer items from registers to their vehicles
- Assist customers in the greenhouse
  - help take down hanging baskets, etc.
- Take directions and follow through in a timely manner
- Restock plant material
- **in the Winter Months:** bailing and loading Christmas trees, bundling winter greens, maintenance & cleanup, organizational tasks.

## Requirements

- Must be at least 14 years old
- Be able to lift 50+ pounds
- Be able to withstand warm/cold temperatures for prolonged periods
- **FORKLIFT EXPERIENCE A HUGE PLUS!**

# Greenhouse Helper

seasonal: part-time

<b>Department</b>	Greenhouse
<b>Reports to</b>	Christina Baklund / Nikolay Gueorguiev

## Description

Our greenhouse assistants are what make our business tick. If you have a love of plants, people, and watering then this is the job for you!

## Responsibilities

- Water the greenhouse and various other locations where there is plant material
- Provide support and informed answers to customer's questions regarding procedures, products and requests.
- Up-pot plants when necessary through the summer
- Restock
- Disclaimer: you can be both a cashier *AND* greenhouse helper if you are willing to move fast and work hard.
  - Some plant experience is vital for this role.

## Requirements

- Must be at least 16 years old
- Be able to lift 20+ pounds
- Be able to withstand warm temperatures for prolonged periods
- Ability to stand for the entirety of your shift
- High energy level
- Pre-existing plant knowledge is a huge plus!

