



We are seeking energetic, customer-focused and operations-minded individuals to join Madeline George in serving our customers and caring for our plants. Visit our website [at madelinegeorge.com](http://madelinegeorge.com) to learn more about us and our mission!

Position:

Garden Center Assistant with Closing Responsibilities

Position Type:

Part-time 15 - 20 hours a week depending on shift

Available Shift

Seasonal position March through mid-November

- Sunday through Tuesday 1:00pm to 5/6pm (1)

Hourly Wage:

\$9.00 to \$13.00 depending on retail experience and plant/garden knowledge

Benefits:

401k Plan, Employee Discounts

Responsibilities:

- Perform administrative closing tasks including closing the tills, checking mail/phone, closing the nursery for the night, basic facilities maintenance
- Perform nursery related tasks for the specific plant areas assigned, including watering, deadheading, pruning, fertilizing, transplanting and merchandising.
- Identify plant needs and/or stress conditions and address with proper treatment or advise manager
- Greet and direct customers to plants, tools, supplies, amendments, etc. based on their needs
- Offer guidance on our services, including design, delivery, classes, events, etc.
- Process basic transactions on the POS system including purchases, holds and pickups
- Load and unload plants, hard goods and other products
- Assist with pricing and stocking plants, hard goods and other products
- Assist managers with various operational tasks
- Learn and execute company policies and procedures
- Develop a positive rapport and relationships with our customers
- Assist customers with plant guidance and selection based on their specific needs*
- Coach customers on proper planting and plant care techniques*
- Acquire and share reliable knowledge about Treasure Valley gardening*

Qualifications:

- Interest in plants, gardening and landscaping
- Basic to broad knowledge about plants and gardening in the Treasure Valley
- Positive, can-do, creative, solution-oriented, initiative taking and team oriented attitude
- Attention to detail and comfortable with repetitive type work and following procedures
- Team oriented and able to work with others to accomplish tasks and goals
- Able to take direction, work independently and balance multi-tasking
- Ability to stand long periods of time; lift up to 25lbs and easily bend, lift and squat regularly
- Able to work outside in all types of weather year round
- Basic computer skills and experience with POS system functions
- Willingness to learn and implement knowledge and skills in the nursery
- Educational background, training, and certifications as applicable

*Based on knowledge and experience

Submit resume together with letter of introduction via e-mail to Hannah at info@madelinegeorge.com