



We are seeking energetic, customer-focused and garden-minded individuals to embrace the vision of Madeline George Garden Design & Nursery in serving our customers and caring for our plants. See our website www.madelinegeorge.com for more information about our company and its mission!

Position: **Retail Nursery Assistant Manager – Open**

Position Type: Part-time 16 - 20 hours a week

Available shifts: Sun – Tues 8/9 am to 12/1pm

Wed – Sat 8/9 am to 12/1pm

Seasonal position March through Mid-November

Hourly Wage: Depending on experience and knowledge

Responsibilities:

- Performing administrative opening tasks including changing back up; receiving checking mail/phone; troubleshooting computer issues; opening till; ensuring daily tasks completed
- Assisting customers with plant guidance and selection based on their specific needs, including asking appropriate questions and looking at customer pictures to make thoughtful recommendations
- Coaching customers on proper planting and plant care techniques
- Directing customers to appropriate garden tools, supplies, pesticides, etc. based on described needs or problems
- Processing transactions on the POS system, including holds, gift cards, customer orders, customer requests for consults, delivery and planting, etc.
- Assisting with merchandising and facilities maintenance
- Performing nursery related tasks such as watering, deadheading, pruning, fertilizing, etc.
- Unloading plants, hard goods and other materials from delivery trucks •
- Pricing and stocking of plants, hard goods and other materials
- Developing a wonderful rapport and relationships with our customers
- Serving as a resource to our customers for gardening information
- Acquiring and sharing reliable knowledge about Treasure Valley gardening and landscaping with our customers

Qualifications:

- Solid, broad knowledge base about plants and gardening in the Treasure Valley
 - Positive, can-do, creative, solution-oriented and initiative taking attitude and work ethic
 - Attention to detail and comfortable with repetitive type work and following procedures
 - 2-3 years of work in a retail nursery or similar retail environment
 - Able to take direction, work independently and balance multi-tasking
 - Team oriented
 - Ability to stand long periods of time
 - Able to lift up to 25 pounds
 - Able to easily bend, lift and squat regularly
 - Able to work outside in all types of weather year round
 - Strong computer skills, proficient with Microsoft office word, excel, outlook, and experience with POS system functions
 - Willingness to learn and implement knowledge and skills in the nursery
 - Educational background, training, and certifications as applicable
- Submit resume together with letter of introduction via e-mail to Kecia Carlson at kcarlson@madelinegeorge.com