

We are a growing, creative, fast-paced team focused on helping people create stylish and sustainable outdoor living environments. This is a unique opportunity to be involved in a plant and design driven retail nursery, and as such, we are seeking creative, 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 to learn more about us and our mission!

Position: **Retail Nursery Assistant with Opening Responsibilities**

Position Type: Part-time Seasonal Positions 12 - 20 hours a week; August 15 – November; Winter Options

Available Shifts: 8/9 am to 1/2 pm Wed/Thur/Fri/Sat

Hourly Wage: $9.00 to $12.00 Depending on retail experience and plant/garden knowledge

Benefits: Employee discounts on plants/products, 401k plan and year-end bonus

Responsibilities:

* Embrace the vision of Madeline George and drive our mission and strategies
* Perform administrative and nursery opening tasks including opening nursery and tills, checking mail/phone
* Greet and assist customers with plants, tools, supplies, amendments, etc.
* Assist customers with plant guidance and selection, and coach them on proper care and planting
* Perform nursery related tasks including caring for plants by watering, deadheading, pruning, fertilizing, transplanting, merchandising, etc.
* Unload and load plants, hard goods and other products
* Assist with pricing and stocking plants, hard goods and other products
* Assist customers with purchase of plant materials and products, including processing basic POS transactions, cross selling services, customer requests, and loading products into customer cars
* Offer guidance on our services, including design, delivery, classes, events, etc.
* Assist with merchandising and facilities maintenance as directed including creating and dismantling displays, weeding, sweeping, dusting, etc.
* Learn and execute company policies and procedures

Qualifications:

* Basic to expert interest in plants, gardening and landscaping
* Positive, can-do, creative, solution-oriented and initiative taking attitude
* Able to take direction, work independently and balance multi-tasking
* Team oriented and able to work with others to accomplish tasks and goals
* Attention to detail and comfortable with repetitive type work and following procedures
* Able to stand for long periods of time, lift up to 25 pounds and easily bend, lift and squat regularly
* Able to work outside in all types of weather year round
* Proficient in basic computer programs
* 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 Peggy at info@madelinegeorge.com