



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 us and our mission.

Position: **Retail Nursery Assistant with Closing Responsibilities**
Position Type: Part-time 14 - 20 hours a week depending on shift
Available shifts: Sun – Tues 1/2 pm to 5:30/6:30 pm
Wed – Sat 1/2 pm to 5:30/6:30 pm
Seasonal position March through Mid-November
Hourly Wage: Depending on retail experience and plant knowledge

Responsibilities:

- Perform nursery closing tasks including closing the tills, facilities maintenance and merchandising tasks
- Complete nursery related tasks for the specific plant areas 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.
- Offer guidance on design, delivery and planting services
- Process basic transactions on the POS system including holds, pickups
- Load and unload plants, hard goods and other products
- Assist with pricing and stocking of plants, hard goods and other products
- Assist managers with various operational tasks
- Follow company policies and procedures
- Develop a wonderful 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*

Minimum 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
- 2-3 years of work in a retail nursery or similar retail environment
- Able to take direction, work independently and balance multi-tasking
- Ability to stand long periods of time and bend, lift and squat regularly
- Able to lift up to 25 pounds
- 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 Kecia Carlson at kcarlson@madelinegeorge.com