

Green Acre Farm & Nursery is an Equal Opportunity Employer.

# Cashier / Customer Service Rep

**Objective:** We are looking for an energetic person to join as a part time or seasonal customer service associate. The successful candidate is friendly, approachable, and detail oriented with a strong desire to learn in a dynamic, fun environment.

## Requirements:

If you are interested in growing with us, we require punctuality and weekend availability. Positive attitude, strong communication skills, attention to detail and accuracy. Flexibility in scheduling. Dress code adherence. It is ideal that part-time staff/seasonal applicant be available to work at least 3 shifts per week including some weekend availability.

## Responsibilities:

- Serve as a cashier/Customer Service Representative
- Work as a TEAM
- Handle cash, credit, check and gift card transactions
- Understand and communicate Green Acre's Return Policy
- Scan goods and collect payments
- Issue receipts and change
- Handle return transactions
- Greet customers when entering or leaving establishments
- Maintain clean and tidy checkout areas
- Bag, box or wrap packages
- Unpack, receive & price goods for sale
- Assist in other store duties such as cleaning projects, pricing, painting etc

## Customer Service:

- Make sales referrals, cross-sell products and introduce new ones
- Give consistent and correct answers
- Resolve and/or refer customer complaints
- Guide customers and provide relevant information

## Knowledge and Skills:

This position requires relevant job experience in a retail setting or in a similar or related field OR desirable attributes that support the objective and requirements of this position. Appreciation for plants and gardening. Basic plant knowledge is desirable, but not required. Familiarity with technology.

## Physical Requirements:

This is a physical job that requires you to be on your feet for the duration of your shift. Must have the ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as lifting, bending, reaching, walking, pushing and pulling carts and handling and sorting of materials. Must be able to lift up to 40 lbs. Must be able to tolerate hot and humid conditions in the greenhouse and store and various weather conditions outside. Must hydrate as needed.

*This Job Description does not necessarily entail all work or responsibilities of this position and will be updated as we adjust to business trends and seek improvements or changes. This document does not guarantee employment in any specific role for any period of time.*