



Winchester BMR
12235 County Rd 38
Winchester ON, K0C2K0
(613)774-2700 Phone
(613)774-1467 Fax

SEASONAL/GARDEN CENTER ASSOCIATE 30-40 HOURS PER WEEK

POSITION SUMMARY:

The primary responsibility of the Seasonal/Garden Center Associate is to merchandise and maintain stock in our seasonal department, as well as provide customer service by greeting and directing customers to the products they are looking for. This position works under close supervision with management and must work closely with customers and other Store Employees. Successful candidate must be able to lift soil and mulch bags, and have an interest in gardening and or plants and be able to work in hot, humid or rainy weather (typical Ontario summer).

ESSENTIAL DUTIES

1) Leading up to and during Garden Center season, the Seasonal/Garden Center Associate will be responsible for merchandising and maintaining stock in the Garden Center and our Seasonal Department. This will include a complete change-over of products from season to season, ordering plants, receiving plants and setting up plants for sale, along with daily watering and general care.

In the off season, the Seasonal/Garden Center Associate will merchandise, stock and maintain the seasonal department as well as provide assistance in ordering Christmas products from BMR. A successful candidate should have an interest in Christmas décor.

2) Customer Service – Greet customers, acknowledge their presence and provide courteous, efficient and attentive service in a timely manner. Identify customer needs and provide assistance. Address customer questions and complaints, exercising tact and good judgment, including involving Key Holders and/or Management, as required, resolving customer issues. As the Seasonal/Garden Center Associate you will assist customers with loading soils and mulch into their vehicles.

3) Cashier – Accurately use POS screens and procedures to complete customer transactions, including, but not limited to, sales, returns, special orders, gift certificates, invoicing, payment on accounts, native tax and discounts. Receive accurate payment for merchandise in the form of cash, check, credit, debit, store account and other alternative tender. Count in money at the beginning and end of business day, as well as accurately complete necessary paperwork. Maintain cashier accuracy standard, requiring that cash drawers are balanced within +/- \$1. Know and convey Winchester BMR's Return Policy. The successful candidate will operate the cash in the Garden Center during that season and will act as a back-up cashier during busy times at our main cash in the store.

3.) Product Knowledge –General knowledge of merchandise carried and where it is located in order to direct customers. A general knowledge of plants is an asset.

4.) Loss Prevention – Identify counterfeit currency and shoplifting indicators.

5.) Housekeeping – Keep areas clean, neat, stocked and organized.

Other Duties:

1.)Perform other duties as needed.

The foregoing statements are intended to describe the general nature and level of work being performed. They are not intended as an exhaustive list of all responsibilities, duties and skills required.

E-mail or fax resumes to bmroffice@storm.ca or 613-774-1467(fax)