

CASHIER

Requirements

The ideal candidate should be a friendly, people-oriented person, and have a customer-focused mindset at all times. Experience is a plus, but not required. Essential skills include: superior people skills, time management, multi-tasking in a busy environment, good listening skills, computer skills, professional phone skills, and a consistently positive attitude. Must have a reliable vehicle for transportation to and from work. Must pass a drug test and E-verify. Must be able to stand for long periods, and should be able to lift at least 50 lbs.

Job Description

- Customer Service first and foremost
- Reports to the Cashier Manager and Assistant General Manager.
- Greet customers verbally and with a smile.
- Process POS sales transactions.
- Be fully familiar with all ONLC policies, programs, and events schedule.
- Answer questions and direct customer to various areas of the nursery, or find a sales associate or horticulturalist to assist them.
- Answer phones in a professional manner, without losing focus on the customer in front of you.
- Set up deliveries and communicate scheduled deliveries to drivers, loaders, and managers.
- Facilitate returns and exchanges according to pre-established company policies.
- Maintain a clean and organized working environment in the register area.
- Maintain stock of all counter items (pens, literature, business cards, etc.) and all company forms. Coordinate with the Marketing Director when stock reserves are low.
- Keep floors and rugs swept and glass doors cleaned.
- Keep products straightened, stocked, faced out, and dusted.
- Review procedures in the Cashier Procedure Book as needed.
- Coordinate with Cashier Mgr. or Asst. Gen. Mgr. on daily tasks and assignments.
- Part-time hourly, paid weekly.

Applications are available either in person at the Cashier Station inside our store, you may download a printable copy from the About menu of our website: OoltewahNursery.com

You may also send a resume and cover letter to: sales@ooltewahnursery.com

fax to: 423-238-6894