

JOB DESCRIPTION

GARDEN CENTRE ASSISTANT – P/T

Overview

Eggesford Garden and Country Centre, Eggesford, Chulmleigh, Devon, EX18 7QU is a busy independent garden centre. This role is for work at weekends with some additional days over the summer to cover staff holidays.

The role includes general work around the garden centre under instruction from senior staff, serving customers both on the till in general around the centre and assisting customers to and from their vehicles with plants / pots / compost etc.

Whilst the main elements of the role are described below it may be required that other duties are taken on from time to time after appropriate discussion with the Garden Centre Managers.

Specific duties include:

- 1) Carrying goods to and from customers' vehicles.
- 2) Cleaning and tidying activities in the garden centre – to include sweeping / vacuuming / clearing packaging and boxes etc. Some of this work will be outside – to include weeding / watering / pruning and outside cleaning and clearing jobs.
- 3) Providing general assistance to customers in the Garden Centre – advising customers on location of goods, calling on other staff for detailed advice on plants / gardening topics etc.
- 4) Pricing up and stocking shelves / plant benches / other areas using stock control sheets as advised by other staff.
- 5) Serving on the tills (training will be provided).
- 6) Helping to ensure that customer service is maintained at a high level. A neat and tidy appearance and a polite manner are required at all times.
- 7) Assisting at “events” under guidance from Garden Centre staff.