



## MPF Retail Sales Team Member

### Job Description:

- Work in Miller Plant Farm's Garden Center/Farm Market Store the months of March-December
- Follows dress code, and demonstrates excellent personal hygiene
- Arrives to work on time ready to begin daily duties
- AVAILABLE TO WORK SEASONAL, RETAIL SCHEDULES
- Greets visitors in a warm and friendly manner and assists when needed.
- Demonstrates appropriate procedures on POS including credit card sales, making change, gift card transactions and returns/exchanges, entering customer info as required for sales.
- Answers phone and able to transfer to appropriate department or take needed information for orders/messages.
- Retrieves voicemails and returns customer calls in timely manner
- Assists in entering/pricing/displaying new inventory
- Creates and moves retail displays
- Assists with CSA program (Community Supported Agriculture)
- Assists with Curbside orders
- Assists with duties in the greenhouse including, but not limited to stocking, and pulling orders
- Assists with duties in the warehouse including, but not limited to, cleaning up prep areas, prepping produce displays, stocking inventory, cleaning out sink as needed, cleaning bins, organizing boxes/bins/crates, keeping walk-in cleaned out
- Assists with outdoor displays/keeping carts organized
- Assists with outdoor events and activities
- Demonstrates appropriate opening and closing procedures
- Demonstrates appropriate housekeeping procedures and schedules
- May be asked to help in additional areas of the Garden Center/Farm Market if necessary

### Minimum Qualifications:

- Must be at least 16 years of age with a valid work permit
- Fluent in the English language (speaking, reading, and writing)
- Must be available for shifts during 8AM-6PM, Monday-Saturday. (8AM-8PM May only)

### Physical Requirements:

- Bending and/or standing for extended periods of time
- Transporting/lifting 50lbs.
- Using a ladder or stepstool
- Pushing, and pulling
- Adaptable to various work environment temperatures
- Able to operate manual pallet jack

### Dress Code:

- No open-toe shoes
- Shorts permitted at a reasonable/respectable length
- Miller Plant Farm shirt must be worn for all shifts. Provided shirts will not be altered in any way unless approved by direct supervisor.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_