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**POSITION TITLE: Perennial Sales Associate**

**REPORTS TO: Perennials Sales Team Leader**

**HOURS: 1st Shift**

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| **FLSA STATUS: Non Exempt** |  |
| **LOCATION: Middletown Location**  **SUPERVISORY CONTROL:** None |  |

1. **PRIMARY RESPONSIBILITIES:**

This position is responsible for the daily care of all perennial plants and maintenance of the perennial plant sales area while providing knowledgeable assistance and service to customers.

1. **ESSENTIAL FUNCTIONS:**

* Maintains an availability to greet and assist customers in this sales area and is aware that customer service excellence is the primary purpose of this position.
* Performs daily watering and monitoring of the perennial plant stock in the Perennial Sales Area.
* Receives newly arrived plant material on the dock area and transports the containers to the Perennial Sales Area.
* Assists in ordering plant materials when needed.
* Keeps benches and end caps full of fresh, properly spaced plant material and makes certain that the overall appearance of this area is clean, attractive and well-tended.
* Becomes knowledgeable of all plant names and their basic cultural requirements which include size and growth habits, fertilization and watering, light and pH preference ,planting instructions and pruning techniques to help educate and advise customers in the Perennial Sales Area.
* Assists with the cleaning, sweeping and hosing down of the Perennial Sales Area.
* Organizes plant signs and coordinates with the sign maker to provide new signs.
* Assists with the plant labeling, signage and arrangement of point of purchase display materials for the Perennial Sales Area.
* Is responsible for knowing all prices of all items in the Perennial Sales Area.
* Assists with the placement of display equipment and materials that are required to meet seasonal needs.
* Becomes knowledgeable of common plant pests and diseases and the controls offered for sale in the Garden Center.
* Keeps aware of all current sales and advertised items in the Perennial Sales Area.
* Communicates with the Perennial Sales Team Leader and Garden Center Manager - Outside to discuss daily schedules and special assignments.
* Assists other departments as needed, especially the Nursery Department.
* Coordinates all landscape orders with the Perennial Sales Team Leader
* Attends weekly training meetings and regularly contributes to the educational purpose of the meetings.
* Assumes any other responsibilities that the Perennial Sales Area Team Leader or Department Manager may assign.

*This position description is not to be construed as an exhaustive statement of accountabilities, duties, responsibilities of requirements. Any individual may be required to perform any other job-related activities or functions requested by his or her manager, subject to reasonable accommodation. Berns Greenhouse and Garden Center has the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation.*

**III. QUALIFICATIONS AND REQUIREMENTS:**

* Dependable, honest and trustworthy
* Knowledge of all perennial plants that can be successful in this area a plus
* Strong attention to detail
* Excellent communication and interpersonal skills
* Customer service experience a plus
* Patience and ability to take direction
* Willingness to learn and be open minded
* Ability to frequently lift up to 50 pounds
* Constant walking, bending, carrying, lifting, kneeling, pushing, pulling, etc.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. **JOB ENVIRONMENT:**

The majority of this job is performed outside in all types of weather: heat, high humidity, rain and cold. The work environment is occasionally noisy, dusty and dirty. There is exposure to packaged soils and soil amendments, packaged chemicals, pollen, seeds and various types of plants. The physical demands of this job are moderate to high. While the job requires mostly standing and walking, there is also an equal amount of handling, pulling and pushing. While performing the duties of this job, the employee is regularly required to talk and hear.

*Berns Greenhouse and Garden Center is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.*