

Job Description: MPF Retail Sales Team Member

- Work in Miller Plant Farm's Garden Center/Farm Market Store the months of March-December
- Is punctual and has reliable transportation
- AVAILABLE TO WORK SEASONAL, RETAIL SCHEDULES
 - Saturday requirements – 2/month, peak seasons (April, May and October) are 2–3/month.
- 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
- Assists with CSA program
- 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-7PM, Monday-Saturday.

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.

Work Schedule:

- Roughly 20-32 hours on a bi-weekly basis with 5–7-hour shifts, 3-5 times per week - Monday-Saturday
- Schedule will be dictated by expected customer traffic – subject to change without notice (based on weather and season)
- Time off requests to be submitted in writing with 3 weeks' notice
- No time off will be granted during the following black-out dates (No exceptions, specific dates will be provided at time of interview):
 - Easter Saturday
 - 1st and 2nd Saturday in October
 - Saturday after Thanksgiving
 - 1st Saturday in December