



Northeast Nursery, Inc.

Supplying Fine Plant Material & Landscape Supplies

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Job Title: Cashier

Department: Store

Function: Greeting customers with a friendly smile while processing payments on all transactions at the point of sales system. When not ringing up customers you may be asked to restock shelves, dust and maintain a clean environment in the store.

Duties and Responsibilities:

1. Keep the store neat and clean.
2. Responsible for handling money.
3. Answer customer's questions or direct them to some one who can.
4. Answer the telephone and redirect the calls.
5. The desire to help customers with service and/or information.
6. Knowledge of product lines is helpful, but not necessary.
7. Willingness to acknowledge and help service our customers is necessary.
8. Promote safety on a personal level and in the workplace by sharing safe practices with others.
9. Follow all instructions from your manager or supervisor.
10. Do not use company equipment unless authorized by a manager.
11. Keep the nursery yard organized. Every plant has its place, get it there and keep it there.
12. Be courteous, brief and professional in all radio communications.
13. At times you will be approached by customers. Be polite and courteous. If you are able to help them, then by all means take care of their needs. If you can not help them, then quickly find someone who can.

Qualifications:

1. Assist customers in a timely, courteous and professional manner.
2. Be punctual and arrive for work in the proper uniform.
3. Take direction from management and complete tasks unsupervised.
4. Demonstrate dependability, initiative and productivity.
5. Show familiarity and compliance of all policies listed in employee manuals.
6. Communicate well with others.
7. Work well with others in other aspects of nursery operation.
8. Operate machinery and equipment according to company policy.

Contact Person: Store Manager

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.