

CASHIER

Requirements

The ideal candidate should be a friendly, people-oriented person, and have a customer-focused mindset at all times. Experience is a plus, but not required. Essential skills include: superior people skills, time management, multi-tasking in a busy environment, good listening skills, computer skills, professional phone skills, and a consistently positive attitude. Must have a reliable vehicle for transportation to and from work. Must pass a drug test and e-verify. Must be able to stand for long periods, and should be able to lift at least 30 lbs.

Job Description

- Customer Service First
- Reports to Customer Service Specialist and Assistant General Manager.
- Greet customers verbally and with a smile.
- Process POS sales transactions.
- Be fully familiar with all ONLC policies, programs, and events schedule.
- Answer questions and direct customer to various areas of the nursery, or find a sales associate or horticulturalist to assist them.
- Answer phones in a professional manner, but focus on the customer in front of you.
- Set up deliveries and communicate scheduled deliveries to drivers, loaders, and managers.
- Facilitate returns and exchanges according to pre-established company policies
- Maintain a clean and organized working environment in the register area.
- Maintain stock of all counter items (pens, literature, business cards, etc.) and all company forms. Coordinate with Business Office Manager when stock reserves are low.
- Keep floors and rugs swept and door cleaned.
- Keep products straightened, stocked, faced out, and dusted.
- Review procedures in the Cashier Procedure Book as needed.
- Coordinate with Asst. Gen. Mgr. on daily tasks and assignments.
- Part-time hourly, paid weekly.

Applications are available for download on our website: [Ooltewah Nursery.com](http://OoltewahNursery.com)

Or send resume and cover letter to: sales@ooltewahnursery.com

fax to: 423-238-6894

Ooltewah Nursery & Landscape Co., Inc. a locally-owned small business founded in 1989 by Wendell & Gina Whitener, life-long residents of Ooltewah, TN. Located on 16 acres on historic Main Street in the heart of Ooltewah, ONLC has become a full-service garden center serving the gardening needs of the region. Our goal is to serve our community with excellence. ONLC is the regions only full-service garden center, was named the "Southeast Region Winner of the 2013 and the 2014 Revolutionary 100" by Today's Garden Center magazine making it the top garden center in the Southeast and one of the top five in the nation.