



Position: Gift and Home Décor Sales Associate

Department: Garden Center – Des Plaines

Reports To: 1. Gift Buyer and Merchandise Manager (GBMM) 2. Garden Center General Manager

JOB SUMMARY: Work as a member of the Lurvey Garden Center Team to help with unpacking, displaying, and selling of Gift and Home Décor items. Abide by and model – **EVERYBODY SERVES!**

Duties and Responsibilities:

- Communicate with the GBMM and other departments to facilitate customer needs
- Communicate with customers regarding their inquiries and purchases
- Collaborate with the GBMM on unpacking, checking in, pricing, displaying, and selling of our gift and home décor product lines

Knowledge, Skills and Abilities required:

- Superb customer service skills and a willingness to learn
- Ability to work as a team member in a fast-paced environment where multi-tasking is essential
- Strong problem solving skills
- Ability to discern customer needs and direct them in the purchasing process
- Ability to complete tasks in the appropriate time frame, work with others, be organized and responsible and be a self-starter
- Knowledge of business and other applicable computer-based resources
- Physical requirements include light-duty work (exerting up to 20 lbs. occasionally, 10 lbs. frequently and a negligible amount constantly)
- Other physical activities include climbing (using feet and legs and/or hand and arms), balancing, stooping and/or crouching (bending your body downward), kneeling, crawling, reaching, standing for sustained periods of time, walking for long distances, pushing (pressing with steady force), pulling (drawing and/or hauling objects), lifting (moving objects vertically and/or horizontally), grasping objects, repetitive motion of the wrists, hands, and/or fingers, talking (speaking detailed information) and hearing (perceiving sound)
- Visual acuity required to determine accuracy, neatness, and thoroughness of work assigned
- Ability to work indoors and outdoors with no effective protection from the weather



Position: Gift and Home Décor Sales Associate (continued)

Credentials and Experience:

- Previous retail experience in the garden center or home living category
- Minimum high school diploma or GED (degree or certification in Horticulture - a plus)

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ *Date* _____