



Title: Part-Time Retail Nursery Sales Associate

Reports To: Retail Nursery Manager

Job Summary: Assist customers throughout the buying process and perform tasks delegated by Retail Nursery Manager.

Overview

Unity's Retail Nursery Sales Associate position is an excellent opportunity for a professional to join a growing, fast-paced company. We are seeking a motivated professional who is comfortable in a customer service role and who has knowledge of plant material, plant care techniques, insect and disease identification, and troubleshooting.

Unity Church Hill Nursery (UCHN) is a full-service garden center offering a wide variety of high-quality plant material including trees, shrubs, perennials, native plants, and seasonal plants of all sizes. Our sister company, Unity Landscape Design Build (ULDB) is a full-service landscape design and installation company located outside of Chestertown on the Eastern Shore of Maryland.

Core Responsibilities

- Provide excellent customer service by acknowledging the customer, identifying customer needs, assisting with purchasing decisions, locating merchandise, resolving customer issues and concerns, promoting products and services, maintaining a safe shopping environment, and appropriately representing and supporting the company's mission.
- Continuously update knowledge of company products, services, and policies.
- Become proficient in the use of Unity's point of sale software program.
- Maintain, water, and organize nursery grounds. This includes a daily walk-thru of the retail nursery area to maintain plant material in the best condition possible via watering, pruning, removing dead foliage, and relocating if needed to optimal light conditions.
- Ensure retail areas are clean, organized, and captivating at all times. Ensure all product has current pricing with clean, legible tags.
- Load/unload and move plant material. Pull and tag plants for ULDB jobs.
- Participate in nursery business meetings.

- Complete competency and vocational trainings and certifications as required to provide the essential functions of the position.
- Perform other necessary duties as assigned by Retail Nursery Manager.

Preferred Qualifications and Competencies

- Knowledge of plant material, plant care techniques, insect and disease identification, and troubleshooting.
- Retail nursery experience preferred.
- Sales or customer service experience preferred.
- Exceptional verbal and written communication and interpersonal skills.
- High attention to detail and strong ability to multi-task.
- Ability to work independently and as a member of a team.
- Ability to maintain professional decorum and confidentiality.
- Ability to stand and walk for extended periods of time in all types of weather.

Education

- High school diploma or relevant qualification.

Compensation and Schedule

- This is an hourly position; pay is commensurate with experience.
- This is a part-time seasonal position (March through November) with potential to continue year-round.
- Must be available to work on weekends.