



## Job Posting

# General Associate

**Date Posted:** February 20, 2023

**Location:** O'Toole's Garden Centers Inc., Lakewood and Westminster, Colorado

**Please Contact:**

Marquesa Wells

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**Compensation:**

\$16.00/hour

O'Toole's is now hiring seasonal associates!

As a General Associate with O'Toole's Garden Centers Inc., you will work with our various team leads in different departments throughout the store to ensure the production of the highest quality of plants and customer experience. The position is located at all of our store locations to include Lakewood and Westminster, Colorado. This role is a temporary, seasonal position that begin March 1, 2023, to end on or before August 1, 2023.

### ROLE AND RESPONSIBILITIES

**Cashier Responsibilities:**

- Providing excellent customer service.
- General operation of the cash registers and POS system – ringing up sales, processing returns, entering gift certificates, etc.
- Providing support in various departments and answering phones

**Sales Responsibilities:**

- Know all current sales and/or promotions.
- Customer Service: e.g., answering customer inquiries and assisting in helping customers make the appropriate buying decision.
- Able to problem solve and suggest the appropriate course of action.
- Respond to radio pages.
- Perform routine product inventory.
- Assist in maintaining organization throughout the garden center, e.g., pulling product forward on shelves, and returning tools, ladders, and cleaning supplies to their proper places.
- Perform general stocking duties on a daily basis including storing and stocking products in/on bins, pallets, shelves, and racks.
- Watering and plant care as needed.

**Receiving Responsibilities:**

- Loading & unloading shipments of garden center materials (trees, shrubs, etc....) and move material from the receiving area throughout the store.



- Performs all receiving tasks following approved work instructions and established departmental procedures involved with receiving and distributing supplies/materials under minimal supervision.
- Assist in verifying physical counts against documentation to assure accuracy of goods received.

**Other Responsibilities:**

- Accept special assignments as directed by management.
- Report to senior management.
- Attend staff meetings.
- Undertake training and development when deemed necessary.
- Assist in ensuring that all health and safety practice are followed.
- Comply with O'Toole's Policy and Procedures in the workplace.
- Adherence to O'Toole's core values.

**Minimum Qualifications & Skills:**

- Ability to complete accurate sales transactions.
- Ability to use computers, telephones, and other equipment as needed.
- Ability to lift and move up to 50 pounds.
- Must be at least 16 years of age.
- Ability to work as part of a team.
- Attention to detail.
- Ability to take direction and follow through.
- Ability to adhere to O'Toole's core values.
- Ability to read, write, comprehend through listening, and speak fluent English.

**Preferred Qualifications & Skills:**

- High school diploma or equivalent
- 6+ months of retail store experience
- 6+ months of cashiering /money handling experience
- Six (6)- months warehouse and/or receiving experience.

**CORE VALUES**

**Bring the sunshine**

Smile, laugh and have FUN! We don't take ourselves too seriously...it's only flowers!

**We go ego free**

We are seriously honest with ourselves in order to help others.

**We don't know every story**

We meet everyone with understanding and empathy. We listen, acknowledge and support.

**Just say yes**

We show up with an open attitude and enthusiasm to do our best for coworkers and customers.

**We work hard**

We are committed to quality in everything we do.

**Palm trees not oak trees**

We value flexibility and exploration. Just because we always have... doesn't mean we always should.

**Own it!**

We take responsibility for our commitments, even when it's tough.

**Let's grow together**

We strive to be better than we were yesterday, growing in knowledge and ability