



KILLRUDDERY

JOB DESCRIPTION:	Garden Centre Assistant
POST:	Part-time, year round
REPORTING TO:	Farm Shop Manager

ROLE:

The Garden Centre Assistant role consists of care and maintenance of Garden Centre plants and equipment, house plants and general upkeep of our Garden Centre and Horse Yard area. You will be required to assist with customer queries and sales. To have specific knowledge of the key historical points of Killruddery Estate, the orientation of the Estate, current and upcoming events and our company ethos. Have knowledge of the layout and history of Killruddery so that you can answer questions comprehensively.

ROLE RESPONSIBILITIES:

- Daily care of Garden Centre plants, house plants and indoor decorative plants which are displayed in our Garden Room, Farm Shop, Garden Centre, Horse Yard and Grain Store Restaurant.
- To respond to local client landscaping needs – create simple garden plans and supply bulk plant delivery.
- Responsible for Garden Centre sales – advise and interact with customers, cash handling and end of day lodgement.
- To re-stock and shape our merchandise display.
- To communicate with team any requests and be aware of gardening trends.

OTHER RESPONSIBILITIES:

- In conjunction with your line manager to continuously develop the role to ensure that all tasks are being undertaken in an effective and appropriate manner which meets with the aims and objectives of the company.
- To participate in internal/external meetings as required, and attend training events as necessary.
- To participate in regular work reviews and annual appraisal, and help in identifying your own job-related development and training needs.
- To at all times undertake your role in a professional manner maintaining a high quality standard of work, and to always work in accordance with the vision and ethos of the company.

QUALIFICATIONS/EXPERIENCE

Essential	Desirable
Completed secondary level education FETAC level 5 in horticulture or similar Garden Landscaping experience	Cash handling
1/2 years in a similar customer facing role in hospitality/retail	

COMPETENCIES (BEHAVIOUR & ATTRIBUTES)

Be friendly and engaging, helpful and polite, comfortable working with the public, be physically fit and enjoy working outside in all types of weather, be able to multi task and problem solve, be adaptable and flexible and willing to work as part of a team.

To be calm under pressure have good I.T. skills and have a proven willingness and ability to learn.