

JOB DESCRIPTION

JOB TITLE: Garden Plant Salesperson [Seasonal]

EMPLOYER: Acorn Venture Association

LOCATION OF WORKPLACE: Acorn Farm
Depot Road
Kirkby
Merseyside
L33 3AR

RESPONSIBLE TO: Directly to the Horticultural Unit Manager

RESPONSIBLE FOR: Selling plants at Acorn Farm

MAIN DUTIES & RESPONSIBILITIES:

1. Serving customers in the plant sales area in a polite and courteous manner.
2. Operating the till and cashing up at the close of the day
3. Ensuring the security of the plant sales till at all times
4. Ensuring that only authorised people are allowed behind the counter
5. Watering stock as directed by the Horticultural Unit Manager
6. Displaying stock as directed by the Horticultural Unit Manager
7. Keeping the plant sales area clean, tidy and free from hazards
8. Monitoring, controlling and recording stock levels. Providing information as requested by the Horticultural Unit Manager
9. Assisting in the glass house during quiet periods
10. Assisting in the shop during quiet periods
11. Assisting with the cashing up of the shop till as necessary
12. Accurate record keeping.
13. Working with the Horticultural Unit Manager to maximise the input and involvement of individuals with disabilities on placement at Acorn, in the retail operation.
14. Maintaining appropriate Health & Safety standards by following the Policies and Procedures as detailed in the Health & Safety Manual, Health & Safety

Guidance Notes and Employee Safety Handbook, to include all relevant Risk Assessments., Hazard Reporting and use of correct PPE.

15. Safeguarding the property of the Association as entrusted to your care

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be requested from time to time.

Flexibility is an essential part of this job.

ADDITIONAL DUTIES:

To attend relevant training, staff supervision and staff development reviews.

CONFIDENTIALITY

Acorn Venture recognises the great importance of confidentiality in the professional practice of its staff and in its administrative procedures. Information clearly intended for one purpose should not be used for another without the sanction of the service user, staff member or person supplying the information. The only exceptions are where there is clear evidence of serious danger to the service user, staff member or other person(s) or where legislation requires release of the information. All staff are required not to divulge any information, verbal or written, to any external source that could be damaging to the company's reputation or commercial viability.

CRIMINAL RECORDS BUREAU (CRB)

Successful candidates will be asked to undertake an enhanced criminal background clearance check as part of the recruitment process as they will be working with people with disabilities.

EQUAL OPPORTUNITIES

Acorn Farm aims to provide high quality services within the resources available. In order to fulfil this aim most effectively it operates a policy of equal opportunities to ensure that no service user, job applicant, employee or voluntary worker is discriminated against either directly or indirectly on the grounds of gender, race, colour, nationality, religion, cultural group or national origin, marital status or whether they are disabled people, lesbian or gay men.

HEALTH & SAFETY

All employees are responsible for taking reasonable care of themselves and others who may be affected by their work. Everyone working within Acorn Farm is bound by Health & Safety legislation and must adhere to safe systems of work.

ACORN POLICIES

All employees are required to implement and follow Acorn Farm policies and procedures and undergo any training associated with them.

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This job description is a guide to the work you will be required to undertake and represents a range of responsibilities commensurate with the grade for the post. All jobs are subject to change from time to time and this job description will be reviewed regularly.

TERMS & CONDITIONS:

PERIOD OF EMPLOYMENT 22/03/12 to 1/07/12

DAYS OF EMPLOYMENT Wednesday to Sunday

SALARY: £6.50 per hour

HOURS: **25.25 hours per week during term time**

11am to 4.15 pm Wed to Sat

10 am to 4.45 pm Sunday

With half an hour unpaid lunch break

**31.25 hours per week during
School Easter Holidays [4th to 13th April]
and Whit half term [4th to 8th June]**

10 am to 4.45 pm Wed to Sun

With half an hour unpaid lunch break

You will be required to work some bank holidays

For any additional hours worked you will receive the respective time off in lieu to be taken at a mutually agreed time.

HOLIDAYS: 8 days [pro rata equivalent of 5.6 weeks per annum]

Please note only one staff member from the Horticultural Team may be absent at any one time.

PERSON SPECIFICATION**GARDEN PLANT SALESPERSON**

Requirement	Essential/ Desirable	Method of Assessment
Education/Qualifications <ul style="list-style-type: none"> • Good standard of written and spoken English • Good standard of numeracy, ability to do mental arithmetic • NVQ Horticulture 	<ul style="list-style-type: none"> • E • E • D 	<ul style="list-style-type: none"> • Application Form • Application Form • Application Form
Experience <ul style="list-style-type: none"> • Sales experience • Experience of using EPOS • Working with people with disabilities 	<ul style="list-style-type: none"> • D • D • D 	<ul style="list-style-type: none"> • Application Form / interview • Interview • Application Form
Knowledge, Skills, Abilities <ul style="list-style-type: none"> • Good working knowledge of garden plants • Communication skills • Flexible approach to work • Ability to work as part of a team • Ability to work on own initiative, organise and plan work load • Understanding and awareness of equal opportunities principles 	<ul style="list-style-type: none"> • E • E • E • E • E • E 	<ul style="list-style-type: none"> • Interview • Interview • Interview • Interview • Interview • Interview

<ul style="list-style-type: none"> • Positive approach towards people with learning disabilities and/or mental health problems • First Aid at Work Certificate • Manual Handling Certificate 	<ul style="list-style-type: none"> • E • D • D 	<ul style="list-style-type: none"> • Interview • Application Form • Application Form
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