



NOW HIRING

FLOWER ASSISTANT

Store Location: 1150 West Street, South Amherst, MA

Department: Flower Shop & Greenhouse

Job Status: Part Time

Reports To: Department Manager, Assistant Department Manager, Upper Management, Ownership

Grade/Level: High School diploma or equivalent preferred. Must be 18 years of age or older.

Work Schedule: Monday's required. Flexible on other shifts. Days preceding major holidays are expected (Thanksgiving, Christmas, Valentine's Day) 2 to 3 days per week / 6 to 8 hours – Rough hours estimate 9am-5pm

Amount of Travel Required: Occasional

Positions Supervised: NA

Experience: Minimum two years related experience preferred. Floral design experience preferred. Plant care knowledge.

Certificates & Licenses: NA

SKILLS & ABILITIES

- Professionalism
- Communication
- Prioritizing daily tasks

OVERALL RESPONSIBILITY

- Customer Service
- Assisting customers with questions or directing them to someone who can assist
- Sales
- Processing Flowers
- Cleaning/Sanitation
- Answering telephones
- Teamwork & communication
- Contribute to maintaining a clean and safe work environment
- Learn basic floral design
- Answer customers' questions and provide information about department products
- Assist customers over the phone with questions and/or special requests & orders
- Take customer orders over the phone as well as in person

KEY JOB DUTIES (not exhaustive)

- Maintain regular and prompt attendance at worksite
- Perform other duties as assigned
- Exemplary customer service
- Ability to multitask
- Producing items for retail sales
- Customer Service
- Professional customer service during sensitive times (funeral arrangements, anniversaries, recoveries)
- Cleaning
- Creativity
- Strong communication skills and ability to follow instructions
- Ability to lift upwards of 20 pounds

Fill out an application at: <https://www.atkinsfarms.com/employment-application/>

Email resumes to rihana@atkinsfarms.com

Atkins Farms is a locally owned and operated business with locations in South Amherst, MA and North Amherst, MA. We strive to exceed our customers' expectations by providing the highest quality selections possible, locally produced and privately labeled goods as well as conventional and seasonal products. We provide a safe, clean and comfortable shopping environment, with exceptional customer service from a staff of dedicated and knowledgeable employees. Customer satisfaction is our goal. We believe that actively supporting community events and local organizations strengthen the community. Atkins Farms offers employee benefits and competitive wages based on experience and skills.