

Job Title: **Garden Centre Sales Assistant**

This is a **permanent position**, which includes working alternate weekends and half of the Bank Holidays that we are open. The working pattern is 9 days per fortnight on a rota basis, although the actual days are still to be confirmed.

Hours of work

Monday to Saturday

October – February - 9.00 am to 5.30 pm

March to September - 9.00 am to 6.00 pm

We have a late night opening on a Tuesday, the Garden Centre closes at 7.30pm; therefore you may be required to work 10.30am – 7.30pm on a rota basis.

Sunday

9.00am/10.15 am – 4.45 pm (depending on the time of year)

Personal skills & Requirements

As the position involves a high amount of customer interaction, being helpful and polite is a vital requirement, in addition to this, you will need:

- To have a **good** knowledge of plants, general horticulture, gardening and an understanding of the products a Garden Centre sells
- To enjoy working with the public
- To have good communication skills
- To be physically fit, as the work requires being on your feet for most of the day, requires stock to be lifted and moved and plants to be watered
- To enjoy working outside in all weather
- To be able to work as part of a team
- To have a confident manner
- To be flexible
- To have had retail experience and experience using a till would be useful
- To have knowledge of fish and aquatic products and hard landscaping products would also be useful
- To have a clean driving licence
- To have a basic understanding of computers

Relevant training will be given

Main Responsibilities & Duties

When working outside, duties may include:

- To give help and advice to customers on all outdoor plants e.g. shrubs, trees, conifers, fruit trees, climbing plants, hedging, bedding plants, vegetable plants etc.
- To water and weed plants and trees as necessary and to observe for and report any signs of pest or diseases to the outdoor manager or supervisor.
- To assist with the maintenance and watering of the floral displays and hanging baskets.
- To lift heavy / bulky items into customers cars.
- To assist the main delivery driver with deliveries to customer's houses if required.
- To drive the company vehicles as required.

When working inside, duties may include:

- To work on the till and information desk as per the rota.
- To give help and advice to customers on indoor related products

General duties:

- To be vigilant at all times, observing for and reporting anything suspicious.
- To check deliveries of stock against the delivery note and to record and report any shortages or discrepancies.
- To price, merchandise and display new stock and plants, ensuring stock rotation is maintained at all times.

- To have an understanding of the EPOS system, RF scanners and label printer and to keep up to date with any changes or new introductions to the system.
- To assist with maintaining the cleanliness and high standards of the Garden Centre, this includes general cleaning and tidying
- To be aware of Health and Safety matters and keep up to date with legislation and be prepared to undertake training that may be necessary due to new legislation.
- To maintain a thorough knowledge of the products within your normal working area and to maintain a basic knowledge of the products within the Garden Centre.
- You may also be required to work at our Nursery.
- It is essential that good communication is maintained at all times with customers, fellow employees and the management. Good working relationships within the company ensure the full development of any ideas an employee may wish to discuss. Positive, constructive and above all practical ideas to improve efficiency or promote business are always welcome.

**This list is not exhaustive and as part of your job you may be asked to carry out some duties that are not listed.**

*Completed application forms, CV and covering letter to be returned to:*

*Mrs H Jones  
Dean's Garden Centre  
Stockton Lane  
Stockton-on-the-Forest  
York  
YO32 9UE*

***This job advert will close as soon as sufficient applications have been received. If you are interested, please apply as soon as possible.***

CONFIDENTIAL



# APPLICATION FOR EMPLOYMENT

OFFICE USE:  
INTERVIEW YES/NO  
DATE.....

**PLEASE COMPLETE IN BLOCK CAPITALS**

POSITION APPLIED FOR:.....WAGE/SALARY EXPECTED:.....

NUMBER OF HOURS REQUIRED/APPLIED FOR:.....

TITLE: MR/MRS/MISS

SURNAME:..... FIRST NAMES:.....

ADDRESS:..... IS THIS YOUR PERMANENT ADDRESS? YES..... NO.....

..... ARE YOU A U.K CITIZEN? YES..... NO.....

..... ARE YOU ELIGIBLE TO WORK IN THE UK? YES..... NO.....

POSTCODE:..... PERSON TO CONTACT IN THE EVENT OF AN EMERGENCY

TEL NO:..... NAME..... TEL NO.....

MOBILE NO:..... RELATIONSHIP:.....

E-MAIL:..... ARE ANY RELATIVES OR FRIENDS EXISTING EMPLOYEES?

N.I.NO:..... IF YES, WHO?.....

WHERE DID YOU SEE THIS VACANCY ADVERTISED?.....

---

## EDUCATION AND TRAINING

---

RESULTS OF EXAMINATIONS TAKEN AT SECONDARY SCHOOL

.....  
.....  
.....  
.....

FURTHER EDUCATION (COLLEGE, EVENING CLASSES ETC AND QUALIFICATION)

.....  
.....  
.....  
.....

ANY NON-QUALIFICATION COURSES ATTENDED INCLUDING OPERATIVE TRAINING

.....  
.....  
.....

**EMPLOYMENT HISTORY** – Please account for any gaps in your employment history

LAST OR PRESENT EMPLOYER	JOB TITLE AND DUTIES	REASON FOR LEAVING AND GROSS PAY DETAILS
DATES FROM-TO..... NAME:..... ADDRESS..... ..... ..... TEL NO:..... CONTACT NAME .....		
PREVIOUS EMPLOYER	JOB TITLE AND DUTIES	REASON FOR LEAVING AND GROSS PAY DETAILS
DATES FROM-TO..... NAME:..... ADDRESS..... ..... ..... TEL NO:..... CONTACT NAME .....		
PREVIOUS EMPLOYER	JOB TITLE AND DUTIES	REASON FOR LEAVING AND GROSS PAY DETAILS
DATES FROM-TO..... NAME:..... ADDRESS..... ..... ..... TEL NO:..... CONTACT NAME .....		

AMOUNT OF NOTICE REQUIRED TO TERMINATE PRESENT EMPLOYMENT.....

ALL ENGAGEMENTS ARE MADE ON THE BASIS OF UP TO A 3 MONTH PROBATIONARY PERIOD (OR AS SPECIFIED)

**REFERENCES**

MAY WE ASK A PREVIOUS EMPLOYER FOR A REFERENCE?      YES..... NO.....

CONTACT NAME:.....

WE WILL NOT APPROACH YOUR PRESENT EMPLOYER WITHOUT YOUR PERMISSION.

MAY WE ASK YOUR PRESENT EMPLOYER? YES..... NO.....

CONTACT NAME:.....

---

**PERSONAL INFORMATION**

---

HOBBIES AND OUTSIDE INTERESTS

.....  
.....  
.....

DO YOU HOLD A CURRENT DRIVING LICENCE? YES..... NO..... HOW WOULD YOU TRAVEL TO WORK?

ANY ENDORSEMENTS? YES..... NO.....

CAR OWNER? YES..... NO.....

HAVE YOU WORKED FOR US BEFORE? YES..... NO.....

IF YES, GIVE DETAILS INCLUDING REASONS FOR LEAVING:.....

.....  
.....

HAVE YOU BEEN CONVICTED OF A CRIMINAL OFFENCE (WHICH IS NOT A SPENT CONVICTION WITHIN THE MEANING OF THE REHABILITATION OF OFFENDERS ACT 1974)? YES..... NO.....

GIVE FULL DETAILS HERE:.....

.....  
.....

PLEASE GIVE DETAILS OF PRE-ARRANGED HOLIDAYS:.....

.....  
.....

ARE YOU SUBJECT TO ANY POST TERMINATION RESTRAINTS OF TRADE CLAUSES? YES..... NO.....

IF YES, PLEASE GIVE DETAILS:.....

.....  
.....

ARE YOU WILLING TO WORK OVERTIME WHEN REQUIRED? YES..... NO.....

---

I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION ON THIS FORM IS TRUE AND CORRECT.

I UNDERSTAND THAT ANY FALSE INFORMATION OR DELIBERATE OMISSIONS WILL DISQUALIFY ME FROM EMPLOYMENT OR MAY RENDER ME LIABLE TO DISMISSAL.

SIGNATURE:..... DATE:.....

**\*WHEN RETURNING YOUR APPLICATION, PLEASE ENCLOSE A COVERING LETTER**

If your application is successful, your application form will be kept during your employment and for 6 years after your employment ceases.

If your application is unsuccessful your application form will be retained for one year after being notified. You have the right to object to your details being held for this length of time. For more information please visit <http://www.deansgardencentre.co.uk/privacy/> or a printed copy of our Privacy Policy can be found at the Inside Information Desk.

---

**FOR OFFICE USE ONLY**

COMMENTS:

.....

.....  
.....  
.....  
.....

SIGNATURE:..... NAME:.....