



Title: Seasonal House Sales Associates
Department: Sales Yard **Date issued:** 01.01.2025
Location: Waterdown, Newmarket & Trenton locations

JOB DESCRIPTION

Job Summary:

As a Seasonal House salesperson, your primary focus is on sales - optimizing the time you spend with customers and selling useful add-ons with the intent of successful planting. Below is a list of responsibilities for a salesperson:

LIST OF RESPONSIBILITIES

Customer Service and Sales

- Interacting with the customers and assisting them with any questions.
- Maintain a professional attitude and appearance while demonstrating a superior level of service when working with customers and staff.
- Help customers locate, choose plants and products for gardening needs.
- Showing customers good add-on products to ensure good gardening practices.
- Stay up to date on current sales and specials.
- Pull home gardener and trade orders as directed.

Plant Care and Yard Maintenance

- Assistance in unloading product off of skids when / where needed.
- Let supervisor / manager know if you notice: plant levels are low and needs reordering or if plants are not in good condition and need to be re-processed back to our production fields.
- Setting up displays and shifting of plant material, as directed by supervisor.
- Weed, dead head, clean and space plant material.
- Watering plant material, as directed by supervisor.
- Tidy aisles for carts, hoses and miscellaneous plant material.
- Communicate to yard supervisor any poor batches of plants, or disease/insects if found.

Watering

- Generally, this will be assigned by the seasonal house supervisor.
- Watering should ideally be done thoroughly before customers are in the area, but if

required take caution when watering with customers in the area.

- Keep hoses in good shape – if leaks appear, stop and repair.
- Ensure hoses do not impede customer foot traffic.
- Always check plants before watering (feel their weight) – never assume all plants need watering when one plant is dry.
- Water minimally if the weather is cool and damp.
- Water thoroughly during hot dry weather.
- If posts are larger – water each container to ensure water reaches the bottom of the container to ensure the entire root system is wet.
- Be aware of areas where the wind might dry plants out more.
- If a plant is wet – do not water.
- Check the entire area first thing in the morning and just before shift is finished.
- If further watering is required after your shift, communicate to next shift.

Other duties

- Keeping seasonal area tidy (general cleanliness - as others will be called upon for cleaning).
- Keep annual carts out of aisles and back where they belong (make sure you are not moving a customer wagon that is in use).
- Keep compost buckets tidy.
- Watch that signage is in the correct location.
- Be aware and informed as to the location of all seasonal plants.
- Be prepared to unload receiving trucks, price plants and place plants on tables or under tables.
- Always be careful moving racks, carts, wagons around other staff and customers.
- Moving plants when as directed, from one location to another.
- Repotting plants when necessary (hanging baskets do fall).
- Keep flats and pots in consistent straight rows – maintain the professional look.
- If any plant or other product is out of place, check with other staff and put it in it's proper location.
- Pricing and labelling of all necessary plants.
- Work with other staff if large orders are needed to be unloaded.

Connon Nurseries is a diverse & equal opportunity employer. Should you require any modifications during the interview process please contact our Human Resources Manager at 9056897433 ext. 195.