

Part-time/Full-time Nursery Cashier/Receptionist

Arbor Farms Nursery, a family owned and operated garden center in Fort Wayne, IN is seeking a seasonal, part-time or full-time nursery cashier/receptionist.

Duties:

- Welcoming customers
- Accurately handling and counting money
- Assisting customers with purchases and ringing them up
- Answering phone calls
- General office tasks

Qualifications:

- Basic computer knowledge required
- Quickbooks software experience is preferred but not required
- Plant knowledge and gardening experience is preferred but not required
- Ability to work in a fast paced environment
- Ability to communicate by radio and phone with other nursery staff
- Excellent communication and customer service skills
- Hard working, friendly and enthusiastic

Job Information:

Classification: Part-time/Full-time, hours fluctuate seasonally

Schedule: May be scheduled all hours and weekends are often required. Our hours are 8-6 Monday through Friday and 9-5 on Saturdays. Minimal time off will be granted throughout our busy season of late April, all of May, and early June.

Regularity: Seasonal position. Nursery cashier/receptionist can expect to work from March through November based on weather and employee performance.

**If interested or for more information, contact us at:
(260)-637-5816 or information@arborfarmsnursery.com**