



JOB DESCRIPTION

Job Title:	General Garden Centre Assistant
Location:	Galgorm
Reporting to:	Assistant Manager, Gardening & Seasonal.
Hours of work:	Av 21hrs per week
Duration:	Permanent

PURPOSE OF THE JOB

The General Garden Centre Assistant will primarily work for the Assistant Manager, Gardening & Seasonal. General duties include providing assistance and support to both customers and colleagues, replenishing stock, ensuring storage areas are tidy, serving customers on tills and ensuring great service is delivered and the centres high standards are maintained.

MAIN DUTIES AND RESPONSIBILITIES

- Building relationships with our customers to fully identify their needs and allow us to provide a comprehensive service.
- Replenish stock as directed by line manager e.g. compost, pots, bird care, garden care.
- Building of furniture & BBQs when required for customer deliveries.
- General tidying on site which include yard & sales floor as directed by line manager.
- Replenish customer trolleys & baskets from the car park & return to areas throughout the shop floor.
- Operate our EPOS till system & process customer transactions when required.
- Providing customer service to customers in the centre such as assisting them to their cars with heavy/ large items such as compost, pots etc.
- Complete daily checklist.
- Perform any other duties as & when required by line manager.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the business.



Personal Specification

General Garden Centre Assistant – Permanent

ESSENTIAL CRITERIA - please state how you meet the following criteria:

E1.	Previous experience of working within a similar retail environment.
E2.	Demonstrate excellent customer service skills.
E3.	Willing to undertake manual handling and pallet truck training.
E4.	Must possess a practical approach to tasks and initiative to work on your own.
E5.	Can demonstrate great communication skills.
E6.	Ability to stand for long periods of time and undertake tasks which require bending, stooping, lifting and carrying stock.
E7.	Must be available to work a Wednesday, Friday & Saturday as part of working week.

DESIRABLE CRITERIA - please state how you meet the following criteria:

D1.	DIY skills
D2.	Experience using a pallet truck.
D3.	Experience using EPOS till system.

ADDITIONAL INFORMATION

Closing date: The closing date for applications is at **5pm on Tuesday 10th March 2026**. Applications received after the closing date and time will not be considered.

Reserve: A waiting list may be created for this vacancy at the interview stage for any similar vacancies that may arise within the next 6 months.

Creative Gardens (NI) is an equal opportunities employer and welcomes applications from all sections of the community. All appointments will be made on the basis of merit.