

Floral Clerk

PRIMARY OBJECTIVE:

Emphasis is on customer service, creative floral design and proper care of plants and cut flowers. Primary learning challenge is ability to design a variety of floral arrangements properly. This position requires on going judgment/decision making, social skills/verbal interaction, light lifting, standing, and operation of stem cutter, wire cutter and a knife. Position functions may vary according to business needs. Assignments and work direction are provided by the Floral Director or person in charge.

ESSENTIAL POSITION FUNCTIONS:

1. Assists with customer orders
 - A. Provides courteous, prompt and accurate customer service
 - B. Determines type, style and price of arrangement desired
 - C. Designs arrangement according to order and Pick 'n Save procedures
 - D. Packages order

2. Receive and price as necessary all plants and flowers supplied
 - A. Checks shipment for content and quality
 - B. Verifies delivery to invoices and signs for product
 - C. Prices, strips, cuts, and conditions flowers properly
 - D. Upgrades blooming and green plants and adjusts prices
 - E. Follows retails and prices for all product and puts on display
 - F. Ensures proper pricing in all store and department systems

3. Must blow up and arrange balloon bouquets
 - A. Must maintain balloon corral keep latex balloon storage container stocked.
 - B. Must be knowledgeable about wedding balloons
 - C. Must keep European flower-bunches and Roses by the dozen displays (neat and full
 - D. Must know how to complete a floral order form. This includes taking credit Orders and In-store charge orders properly
 - E. If over 18 , also responsible for floral deliveries

4. Takes care of floral items
 - A. Checks and waters all green and blooming plants on sales floor and café area.
 - B. Removes dead leaves and dusts shelves
 - C. Processes all fresh flowers upon arrival
 - D. Checks water levels in all fresh flower items

5. Cleans bouquet and arrangement cooler
 - A. Sweeps, washes floors, shelves, and doors

6. Follows all store and department policies and procedures

FUNCTIONAL REQUIREMENTS:

04/27/06

Physical –lifting/carrying 2 to 25 lbs., reaching, turning, stooping/bending,
standing, climbing ladders, equipment operation
Mental – judgment/decision making, math