



D&D Mulch and Landscape, Inc.

Retail Assistant Job Description

Job Background:

D&D Mulch and Landscape, a local company selling exterior yard products (loam, mulch, decorative stone) and construction aggregates (gravel, sand, fill, stone), is expanding its operation and looking for an experienced person to add to their growing team.

This seasonal part-time position is needed from April 15 to June 15 to increase sales to new customers, as well as within established customer base of contractors, landscapers, and residential customers, with a primary focus on assisting the Retail Yard Manager.

The Retail Assistant is responsible for assisting the Retail Yard Manager in their everyday tasks. This is a new position with a lot of growth potential for the right person. Our company has many long-term employees who have developed personally and professionally with our company over the last 25 years.

Job Responsibilities:

The Retail Assistant is expected to:

- Assist with opening the retail facility in the morning and/or closing the retail facility in the evening
- Assist with reviewing and responding to all email and voice messages that come in overnight
- Assist with receiving orders and taking payment from customers
- Assist walk-in customers in the product yard
- Assist with contacting existing and prospective customers to promote the sale of D&D's products
- Forward any complaints or grievances from customers to the Retail Yard Manager
- Communicate with the Retail Yard Manager regarding the everyday operation of the facility

Job Flexibility:

- Saturdays are not required
- Hours include 8:00am - 3:00pm but can be adjusted accordingly
- Special hours for mothers can be discussed

Required Education:

- High School or equivalent