



Assistant Garden Center Coordinator (Garden Center Division)

Reports to: HR Manager Garden Center Manager

Summary:

The Assistant Garden Center Coordinator will be responsible for the day-to-day operations of running a nursery, including but not limited to growing gardens, displaying plants, marketing plans, organizing, and directing, activities for customers. The Assistant Garden Center Coordinator is a seasonal position.

Core Capabilities:

- Customer and quality focus
- Effective communication skills (both verbal and written)
- Team work
- Excellent problem solving abilities
- Responsibility and dependability
- Ethics and integrity
- Energetic

Job Duties:

- Manage and maintain nursery operations, structures and grounds
- Assist in the planning, production and merchandising of the nursery crop
- Prepare for and assist in managing frequent spring and fall weekend native plant sales
- Propagate, manage and maintain healthy plants
- Oversee the receiving, maintenance, display and restocking of nursery stock
- Coordinate plant orders
- Interact harmoniously and effectively with others, focusing upon the attainment of company goals and objectives through a commitment to teamwork
- Perform other business related tasks as needed
- Provide exceptional customer service.
- Spray and dust areas to control insects and or weeds
- Operate power equipment including, but not limited to, line trimmers, blowers, pruning saws, forklift
- Wear appropriate personal protective equipment at all times
- Comply with all company policies and regulations
- Work in accordance with all local health and safety laws and regulations
- Communicate with customers in a polite and courteous manner
- Opening/Closing of store. Includes counting of drawer in the morning and night
- Make nightly deposit to bank

Requirements:

- High School Diploma, GED or equivalent
- Minimum one year experience in the nursery/garden center industry
- Capable of operating required equipment and tools in a safe and responsible manner
- Effective communication skills – must be able to carry out verbal instructions, read labels and signs, complete simple reports, report progress to garden center manager and/or president of company
- Time management skills
- Ability to work both independently with little supervision, and as part of a team
- Ability to walk, stand, crouch for long periods of time and carry out strenuous physical tasks
- Must have a valid driver's license, safe driving record

Work Conditions:

- Ability to lift a minimum of 50 lbs. repeatedly through an entire work shift
- Ability to work in a fast paced environment
- Requires good manual dexterity
- Excellent stamina is required
- Work outdoors in various conditions including heat and humidity, rain, dust, noise, and cold
- Flexible working hours including occasional weekend work