

Nursery/Greenhouse Employee

Position Summary

To help the Retail Green Goods Manager and Greenhouse Manager in the maintenance of and sales of nursery stock, as well as sales of all related items.

Regularly Assigned Duties & Responsibilities

1. Stocking, maintaining and selling of nursery stock, as well as sales of all related items.
2. Take the necessary steps to insure clean and proper housekeeping methods in order to promote sales and safety.
3. Be able to effectively take job list and work without a manager present in order to accomplish given tasks.
4. Be prompt and courteous at all times to customers, fellow employees, and managers.
5. Transplanting, potting, filling trays, watering, and all other duties as assigned by managers and supervisors.

Sources of Guidance Available to the Employee

1. Managers and supervisors guidance, training and special on the job assistance.

Job Requirements

1. Ability to recognize and meet customer's desires and to complete customer satisfaction.
2. Ability to follow guidelines and directions of management.
3. Ability to reflect and maintain a positive attitude toward fellow works and customers under stressful situations.
4. Ability to be versatile and perform more than one task at a time, transferring attention from one job to another frequently.
5. Ability to adjust schedule according to weather, personnel or other resource variations.
6. Basic knowledge of plants and plant maintenance helpful.
7. Demonstrate a willingness to be trained.
8. Be able to read and write legible so others can read your tickets.

Normal Work Environment

1. Normal work hazards such as back sprains if proper lifting procedure is not followed.
2. Work in all types of weather conditions (rain, snow, and temperatures from 0 to 105°F).

Physical Effort Required

1. Majority of time spent standing and walking. Some walking is on uneven surfaces.
2. Able to repeatedly lift 50 lbs. using proper lift techniques.
3. Repeated stooping, climbing, bending, and reaching required.

Employee may be assigned other duties by store manager or department manager, at other times when their department or job is not operating or during down season.

This job description is intended to serve as a guide to overall job assignments and as a tool to be used in establishing a sound rate of pay for work performed.

It should be borne in mind that a certain amount of overlapping of duties between jobs is necessary if complete departmental efficiency is to be attained. If therefore, because of the necessary overlapping, an employee in another job classification is asked to perform certain duties, listed in this job classification, it should not necessarily be construed to mean he/she is performing this overall job.