

**Position Title:** Garden Center Assistant Manager

**Reports to:** General Manager and Designer

**Effective Date:** January 1, 2020



Country Farms is family-owned garden center, nursery, and landscape installer for nearly 40 years. As our **Garden Center Assistant Manager** you will:

- Work closely with Garden Center Manager to complete day to day tasks and responsibilities to keep the Garden Center running smoothly and efficiently
- Maintain and organize displays of merchandise to improve and increase sales
- Work diligently to keep all plant material healthy and ready for sale (pruning, deadheading, proper watering, etc.)
- Greet and assist customers, answer any questions that they may have, and complete payment transactions
- Make customer feel comfortable during every aspect of their experience at Country Farms
- Complete all necessary paperwork on time. Keep current with all plant job orders, making sure plants are ready (pulled) for installations
- Study the market and industry trends and keep informed of new plant materials within the industry
- Maintain professional knowledge by participating in classes, seminars, or educational workshops to enhance your knowledge of plants and plant care
- Communicate effectively with supervisors and coworkers; report on Garden Center status or customer concerns
- Work with all other departments in ways that minimize repetitive work or warranty/quality issues. Team work is very important to us!
- Maintain a clean and safe environment
- Represent Country Farms well in everything you do in and outside of work. Embrace our vision, mission, and core values

#### **Knowledge, Skills, and Experience**

- Have an understanding and working knowledge of horticultural practices
- Computer skills, especially knowledge of Microsoft Office and QuickBooks
- Strong communication and organizational skills
- Exceptional customer service skills
- Ability to handle transactions accurately and responsibly

#### **Qualifications**

- Bachelor's Degree is preferred
- At least one year experience, studies, or research related to horticulture, landscaping, or similar is required
- Valid driver's license

#### **Work Environment**

- Hours will range from 40 to 55 hours per week
- Must be able to work weekends
- Must be able to lift up to 50 lbs
- Associate will be required to sit, stand, walk, kneeling and crouch, and reach with arms and hands. Associate will also be required to communicate orally and in writing. Vision abilities will be dictated by the driver's license requirement.
- We are an outdoor garden center and retail office setting. Employee will be exposed to various weather conditions; wet and humid, hot or cold, snow or sleet can occur.
- Associate may be exposed to homeowner's pets.

#### **Pay and Benefits**

- Salary
- Paid vacation
- Paid holidays
- Simple IRA Retirement plan with company contributions
- Health benefits; medical, dental, and vision
- Employee discounts