



## Job Description – Garden Center Yard Maintenance Associate

**Position Type:** Full-Time and/or Part-Time (Seasonal)

**Location:** Salem, WI

### Essential Duties and Responsibilities

- **Opening Duties:**
  - Open all gates in the yard and turn on the scale.
  - Open the barn and bring the Gravelly up to GC.
  - Walk the yard and pick up all trash including any leftover rope, plant tags, bottles, cans etc... Dispose of properly.
  - Water all potted plants in the front of the store including the wagons placed at both entrances to BHN
  - Check the yard supply boxes to make sure they are stocked with rope, red tape, and some SOLD tags for use during the day to assist customers and with marking SOLD products.
  - Refill bagged goods in the breezeway from the barn (notify GC Mgr. if any of the bagged goods are getting low).
  - Check the bagged goods on the lot for restocking needs. If not able to take care of it right away it should be communicated to the Yard Supervisor immediately.
  - Check the barn to see if straw bales or mats, grass seed, or metal edging needs to be restocked.
  
- **Daily duties:**
  - Pull and clean filters everyday – *this is a critical task.*
  - Walk the lot when irrigation is running to make sure the irrigation tubes are in the pot and the water flow is placed toward the plant and not watering outside on the ground (This should be done multiple times throughout the day especially when hot and windy.
  - Hand water shrubs daily as needed or when asked to do so.
  - Pull weeds daily.
  - Assist customers with loading.
  - Assist team with tying up trees and loading customers or our installation team when they are needing assistance.
  - Checking the breezeway should be done throughout the day for restocking needs especially on weekends.
  - Check trees and shrubs for missing plant price tags. Notify Yard Supervisor of any missing tags
  - Place price tags on missing trees or shrubs.
  - Walk to the front parking lot to bring wagons to the back for customer use throughout the day
  - Assist in unloading delivery trucks with annuals, shrubs, trees or arbs.
  - Assist Garden Center store as needed.
  
- **End of Day Duties:**
  - Walk the lot and pick up any trash including putting away boxes of rope used for tying up trees throughout the day.
  - Put away any shovels or other tools that were used that day that are found on the lot.
  - Refill breezeway and/or bagged good areas with low inventory.
  - Close and lock all three gates.
  - Do a final check of the front for any wagons, take them to the back for customer use the next day.
  - Take trash out in the GC backroom.
  
- **Weekly Duties:**
  - Maintain well stocked supplies in the barn (grass seed, straw bales and mats, along with metal edging) fill as needed at least once a week. Report any quantities of products brought up from HDC to GC Mgr.
  - Clean sink in backroom.
  - Refill yard bagged goods.

## Working Conditions

- Work is primarily performed outdoors.
- May have exposure to outdoor weather conditions, including inclement weather (rain, snow, heat or cold).
- The noise level in the work environment is usually moderate. Hearing protection is required for duties such as equipment operation that expose the individual to elevated noise levels.

## Qualifications

To perform this job successfully, an individual will demonstrate and perform each essential duty satisfactorily. The ability to effectively communicate and interact, in a positive manner, with all Company personnel, regulatory agencies, customers, consultants and other contractor personnel is also required. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## Education, Certification and License

- Valid driver's license with a good driving record is recommended.

## Experience

- A minimum of 1-3 years' experience working in a retail setting is preferred but not required.

## Specific Requirements

- Knowledge of plants and construction material helpful but not required.
- Good organizational and communication skills.
- Must be able to communicate effectively in English.

## Physical Requirements

- Stands and walks for long periods of time throughout the day.
- Squats, stoops, or kneels and lifts objects from the ground frequently.
- Full extension of arms above head and in front of body.
- Consistently lifts weights of up to 50 pounds.
- Occasionally carries and pushes/pulls weights over 50 pounds.
- Fine motor skills required for use of small equipment and hand tools.

## Job Specifications

- Full-time and/or part-time (seasonal) position (*job duties may shift during winter snow season*).
- Typical shifts are 8am-4pm or 10am-6pm with two days off.
- **Should be prepared to work in all weather conditions.**
- Holidays and weekends are required March-October.
- Overtime may be required as workload dictates.

*Training will be provided. This position description is not intended to be a complete list of all duties and responsibilities of the job. Further, the duties assigned may be added, deleted, or modified at any time at the discretion of management. Breezy Hill Nursery is an EEO/AA employer.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_