



Job Description – Garden Center Yard Supervisor

Position Type: Full-Time

Location: Salem, WI

The Garden Center Yard Supervisor is responsible for performing work involved in assisting customers and maintaining our garden center yard; including providing exceptional customer service to our customers through properly displayed and maintained sales product lines for optimal sell through, price product and assisting customers with their purchase of nursery plants. This position is also responsible for delegating daily tasks to other Garden Center Associates in the nursery and/or bagged product areas.

Essential Duties and Responsibilities

- Provides exceptional customer service to Retail Garden Center customers.
- Serves as nursery stock expert regarding varieties of plant material, trees and shrubs to best help with customers' plant needs.
- Maintains presence of nursery yard; picks up and straightens rows of nursery stock; maintains proper display and placement of signage.
- Tags and pulls sold material to appropriate holding areas.
- Responsible for stocking plant material in the garden center yard.
- Maintains health of plants in the nursery, watering or pruning as needed to ensure quality and longevity of nursery stock.
- Directs, delegates, and oversees daily tasks involved in operation of the garden center yard and delivering exceptional customer service.
- Operates equipment such as trucks, forklifts, skid steer.
- Unloads trucks with nursery and greenery product deliveries.
- Ensures tagged product is pulled timely for delivery and/or install orders; securing necessary paperwork.
- Organizes team and equipment needed for unloading of product/material arriving into the nursery yard.
- May drive company vehicles to deliver product/material to customers as needed.
- Maintains a clean, organized and safe work environment.
- Develops familiarity with other products and items sold through the retail garden center.
- Set standards for a satisfactory company image that invites customers to repeat their business.
- Assist with snow removal during the winter months as business needs dictate.
- Follows company safety policies and procedures accordingly.

Supervisory Responsibilities

- Responsible for performing a daily check of orders pulled by Installation Order Pullers.
- Provides direction and delegation of tasks to Garden Center Yard Maintenance Associates.
- Provides mentoring, coaching, constructive feedback and training of crew members.
- Fosters a positive team-oriented work environment, resolving issues as they arise.

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 required.
- Associates degree in horticulture, or equivalent work experience is preferred.

Experience

- A minimum of 1-3 years' experience working in a retail setting is required.
- Previous leadership or supervisory experience is preferred.
- Previous equipment operating experience (forklift, dump truck, skid steer, etc.) is required.

Specific Requirements

- Must be at least 18 years of age or older.
- Knowledge of plants (specifically trees and shrubs) and construction material.
- Good organizational and communication skills.
- Bilingual preferred.

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 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: _____