



Job Description – Garden Center Installation Order Puller

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

Location: Salem, WI

Are you a highly motivated individual with an eye for detail and a knack for organization? Breezy Hill Nursery Garden Center is seeking an exceptional candidate to fill the role of an Installation Order Puller. Within a fast-paced environment, you will play a crucial part in ensuring all materials required for installations are accurately and efficiently prepared, allowing our team to deliver outstanding service to our customers.

Essential Duties and Responsibilities

- Coordinate With The Installation Supervisor
 - o Pick up the daily pull sheet created by the Installation Supervisor that is placed in the black bin located in the area of register one.
 - o Orders are to be staged in one of the numbered stalls under the tall shade house structure in the GC yard when pulling products listed. Perennials are to be placed first then potted shrubs and any potted trees last.
 - o All completed pull lists are to be marked with red tape and a SOLD tag when completed with the customer name on it.
 - o If any items on the pull list are not available and/or can't be found by the puller they are to notify the Installation Supervisor, GC Landscape Designer (Pam), and the GC Manager for approved substitutions. Substitutions are not to be made by the person pulling unless they have received permission to do so. Follow up is important to make sure the entire order is completed.
 - o The order is not to be marked completed until "ALL" plants or other products have been pulled.
 - o *When pulling more than one order and placing in the same numbered shade house stall at least 4' is to be given between staging the next pulled order.*
- Pull Sheets
 - o Once an order is completed the pull sheet is to be signed off with the name of the person pulling the order. Written on the top of the pull sheet should be the stall number the order was placed in. The completed pulled sheet should be given back to the Installation Supervisor. A completed copy is to be made and given to the GC Mgr.
- Pull Order Area Maintenance
 - o Any potted trees placed in this pulled area are to be placed on irrigation with placing a water tube into each pot and should be tied to one of the wooden posts to keep them/it from falling over.
 - o Report any problems with perennials, shrubs, trees for irrigation if noticed when pulling orders throughout Fisher or garden center yard.
 - o Double check all tagged trees listed on the pull sheet to assure they are properly tagged and listed on the pull sheet. Sign initial to confirm placement of all B&B trees or any other tree that is too large to place in the number staging area.
- Have the Yard Supervisor sign off on all pulled orders completed that day.
- When all orders have been successfully pulled and time is left on shift, help out in the yard with watering, pulling weeds, assisting customers, restocking products, collecting wagons from the front or picking up trash.

Working Conditions

- Work is performed indoors and outdoors.
- May have exposure to outdoor weather conditions, including inclement weather (rain, snow, heat or cold).

Education, Certification and License

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

Experience

- A minimum of 1-3 years of experience working in a retail setting is preferred.

Specific Requirements

- Must be at least 16 years of age or older.
- Knowledge of plants (specifically trees and shrubs) is preferred.
- 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.

Job Specifications

- Full-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: _____