



JOB DESCRIPTION

POSITION TITLE: Garden Center and Retail Nursery Manager

REPORTS TO: General Manager

QUALIFICATIONS:

Knowledge:

- Bachelor's degree in agricultural studies, horticulture, or a similar field.
- 3+ Years' experience working as a garden center and/or nursery manager or comparable experience.
- Basic plant knowledge and the willingness to continue to learn about plants and all aspects of gardening.
- Basic knowledge of plant names and how they react in our northern MI micro-climate.
- Detailed knowledge of plant production, soil, fertilizers, and growing techniques.

Retail Skills:

- Buying
- Ordering
- Pricing
- Merchandising
- Inventory Control
- Signing
- Promotional

Managerial Skills:

- Excellent communication and managerial skills.
- Professional and friendly demeanor.
- Experience with hiring and training staff.
- Ability to delegate duties.
- Excellent interpersonal skills and a passion for customer service.
- Organized and understands good record keeping.

KEY RESPONSIBILITIES:

- Overseeing and improving the daily functions of the nursery and garden center.
- Assisting the General Manager with the hiring and training nursery and garden center staff.
- Ordering nursery and garden center stock including soil, stones, fertilizers, shrubs, plants, and trees.
- Buying from outside suppliers and vendors for garden center. Decorative garden accessories, outdoor furniture, and other related garden and nursery products.
- Good record keeping: Special orders, inventory, pricing, and customer information.

- Monitoring watering times, soil conditions, and plant positions. Checking and dealing with insect invasion, mold, or other such ailments.
- Monitoring weather conditions and paying special attention to hot or cold temperatures. Protecting plant material from frost, flood, or sun damage.
- Creating attractive garden and plant displays.
- Responding to customer requests and assisting staff as needed.
- Understand fertilizer bag analysis, mulch types and uses, when to use weed barrier, compost/soil amendment types, modes of action for pesticides we carry.
- Plant, spray, weed, and fertilize flowers, plants, shrubs, and trees.
- Use gardening tools to cut, trim, and prune trees, shrubs, and plants.
- Pot and transplant shrubs and plants as needed.
- Sweep and tidy work areas to maintain cleanliness. Insure staff is trained to care for visual appeal of both garden center and nursery areas including the sales floor by dusting, sweeping, re-merchandising, etc.
- Carry out additional duties as requested by the General Manager.

PHYSICAL REQUIREMENTS

- The ability to stand on your feet for 5-to-10-hour days.
- The ability to lift 20lbs repeatedly for at least 4 hours.
- The ability to lift 50lbs.
- The ability to stoop and bend repeatedly for several hours.
- The ability to work outdoors in both cold and warm temperatures.