



Installing & Maintaining Sustainable Landscapes

## Nursery Center Foreman

### Live, Work, and Grow with us in the Beautiful Balsam Lake Area!

**Job Objective:** Are you looking for a fulfilling occupation? Or looking for a change? Live, work, and grow with us in beautiful Balsam Lake, Wisconsin! Our Nursery Center Associate position is perfect for the candidate who enjoys the outdoors and has a green thumb! This is a Seasonal Full-Time occupation, requiring year-round work with flexible hours and days in the off-season, and 40 hours a week from April to October (or as directed by the retail manager.) Wages based on past experience, availability, and performance.

#### Ideal Candidate Will:

- ◆ Be flexible to perform a variety of duties to support the needs of our growing retail business. Be a team player!
- ◆ Be honest, respectful, self-motivated & have the ability to multi-task with the ability to ask questions if uncertain
- ◆ Learn cash register functions and sales operations, answer phone calls and take customer orders and messages
- ◆ Have knowledge of plant materials, hardscape products, retail products and ability to learn the floral division
- ◆ Perform daily tasks of watering, weeding & handling basic plant maintenance of all sections of the nursery, retail shop, greenhouse, outdoor sales/display areas & our own garden areas
- ◆ Be comfortable with herbicide applications for spot spraying, lot maintenance, and on-location landscape beds
- ◆ Produce annual container designs, hanging baskets, and fairy gardens for retail sales in a timely manner
- ◆ Arrange and display products and merchandise
- ◆ Engage with our customers by assessing their needs and offering assistance whenever needed
- ◆ Be resourceful, answer customer questions about landscape, plants, hardscape items, and guide the customer to the best solution to meet customers' needs. Educate customers with their purchases
- ◆ Oversee our cemetery urn services: Customer relations, billing, organizing, deliveries, pickups.
- ◆ QBO database mgmt including product processing and data entry.
- ◆ Perform general clean-up: rake yard of spilled mulch, pick up around our grounds, sweep, dust, wash windows, restroom clean-up, take out garbage. Winter work includes shoveling walkways
- ◆ Assist in nursery center & retail ordering along with tree, shrub, and perennial inventory audits on a weekly, monthly, and seasonal basis
- ◆ Monitor and assess irrigation system for nursery lot; evaluate health and conditions of lot trees, shrubs, and perennials
- ◆ Learn to operate a tractor to load mulch, rock, and dirt into vehicles and trailers.
- ◆ Work in all weather conditions & handle 50lbs+
- ◆ Saturdays & Sundays are required in April, May, June

#### **Additional Preferred Qualifications:**

- ◆ One-on-One Sales Skills
- ◆ Knowledge of perennials, annuals and houseplants
- ◆ Floral Design Experience

**Benefits:** 5 Paid Holidays, 5 Paid Vacation Days +2 per yr, 2 Paid Personal Day, IRA 3% Match, 20% In-store Discount +3%/yr, Unemployment Eligibility, Birthday Recognition, Employee Tenure Anniversary Recognition, Defined Contribution Package, and Profit Sharing.

**Job Type:** Regular Full-Time

**Salary:** \$16.00 -\$22.00HR

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