



Position: Perennial Inventory Shift Leader

Department: Garden Center – Des Plaines

Reports to: 1. Product Line Specialist-Perennial Inventory 2. Product Line Manager-Seasonal Color

JOB SUMMARY: Work as a member of the Green Goods inventory team to maintain the perennial area and inventory, supervise deliveries, and assist in inventory counts. Assist nursery staff and customers as needed. Abide by and model – **EVERYBODY SERVES!**

Duties and Responsibilities:

- Check in and inspect perennials: use invoice to verify quantity shipped, item priced (or if omitted), overall quality, and if anything is missing or mis-labeled
- Communicate any delivery issues regarding quantity, quality or other issue ASAP
- Pull special order perennials, tag and place in contractor/retail hold
- Help operations staff place perennials in correct area
- Price any perennials that came in without tags
- Make sure paperwork gets to office
- Update perennial signs to reflect what is on table
- Make sure tables and groundcover racks stay full and organized
- Assist customers and facilitate help with nursery staff if needed
- Water perennials if necessary
- Deadhead plants as needed
- Keep 3-gallon grasses/vines/butterfly bushes/hibiscus clean and organized
- Pick up trays under tables, keep together in one location, stacked neatly
- Pick up garbage as needed
- Straighten and organize inventory before count begins and assist with inventory control

Knowledge, Skills and Abilities required:

- Knowledge of herbaceous plants and related topics is necessary and a willingness to learn our inventory is a must
- Ability to work as a member of a team in a fast-paced environment
- Ability to complete tasks in the appropriate time frame and respond to requests in a timely fashion
- Strong problem-solving skills
- Physical requirements include heavy-duty work (exerting 100 lbs. occasionally, 50 lbs. frequently and up to 20 lbs. constantly)



Position: Perennial Inventory Shift Leader (continued)

- Other physical activities include climbing (using feet and legs and/or hand and arms), balancing, stooping and/or crouching (bending your body downward), kneeling, reaching, standing for sustained periods of time, walking for long distances, pushing (pressing with steady force), pulling (drawing and/or hauling objects), lifting (moving objects vertically and/or horizontally), picking/pinching using your fingers, ability to perceive attributes of objects by touching with fingertips, grasping objects, repetitive motion of the wrists, hands, and/or fingers, talking (speaking detailed information) and hearing (perceiving sound)
- Visual acuity required to determine accuracy, neatness, and thoroughness of work assigned
- Ability to handle hazards such as elevated noise levels, moving vehicles, moving mechanical parts and working in high places
- Ability to handle fumes, odors, dust, gases or poor ventilation
- Ability to work indoors and outdoors with no effective protection from the weather. Employee may be subject to any combination of: extreme cold, extreme heat, high humidity or other adverse conditions.

Credentials and Experience:

- Minimum 2-3 years' experience working in an environment related to the landscape, garden center or horticulture professions is preferred
- Minimum high school diploma or GED
- Advanced course work in horticulture or equivalent field experience as a paid employee of a horticulture related business is desired

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ *Date* _____