



Position: Seasonal Color Inventory Shift Leader

Department: Garden Center-Des Plains, IL

Reports To: 1. Product Line Specialist- Seasonal Color 2. Product Line Manager-Seasonal Color

JOB SUMMARY: Work as a member of the Green Goods Inventory team to maintain inventory quality, counts and accuracy. Assist the Product Line Specialist with customer and sales needs in receiving and distributing all types of landscape supply materials that specialize in green goods.

Abide by and model – **EVERYBODY SERVES!**

Duties and Responsibilities:

- Assist with receiving and pricing incoming product
- Assist with tracking plant quality issues
- Communicate with sales staff and Product Line Specialist to facilitate customer needs
- Assist with inventory accuracy and cycle counts
- Supervise inventory maintenance for highest quality
- Assist in the training and development of the team
- Facilitate inventory rotations and issues and communicate them clearly to Product Line Specialist
- Assist with proper order pulling as product is received
- Work alongside Product Line Specialist and Product Line Manager to display and market products
- Perform other duties as assigned, varying seasonally

Knowledge, Skills and Abilities required:

- Knowledge of general office equipment (printer, scanner, copier, fax, telephone)
- Ability to communicate in both oral and written form
- Knowledge of seasonal color and related products (annuals, spring/fall bulbs, winter décor, tropicals) is necessary and a willingness to learn our inventory is a must
- Ability to lead by example, coach, direct and work as a member of a team in a fast-paced environment
- Strong problem solving skills
- Ability to identify general plant health for quality
- Ability to complete tasks in the appropriate time frame and respond to requests in a timely fashion



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- Physical requirements include medium-duty work (exerting up to 50 lbs. occasionally, 30 lbs. frequently and up to 10 lbs. constantly)
- 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)
- Close visual acuity required to perform computer work, read small print, communicate in written form and visually inspect items
- 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, humidity or other adverse conditions.
- Ability to walk or stand for the duration of your shift and lift/push/pull up to 50lbs.
- Bilingual (English-Spanish) is a bonus

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 is required
- Advanced course work in horticulture or equivalent field experience as a paid employee of a horticulture related business is desired