



We are a growing, creative, fast-paced team focused on helping people create stylish and sustainable outdoor living environments. This is a unique opportunity to be involved in a plant and design driven retail nursery, and as such, we are seeking creative, energetic, customer-focused and operations-minded individuals to join Madeline George in serving our customers and caring for our plants. Visit our website at madelinegeorge.com to learn more about us and our mission!

Position: **Assistant Manager - Retail Garden Center & Nursery**

Position Type: Permanent Part-time Position 24 to 30 hours a week

Available Shifts: Sun – Wed 10 am to 4/5 pm OR Wed – Sat 10 am to 4/5 pm

Hourly Wage: Depending on retail and supervision experience and plant and gardening knowledge

Responsibilities:

- Embrace the vision of Madeline George and drive our mission and strategies
- Ensure superior customer service through our staff, operations, services, plants and products
- Create an inspirational, enjoyable and productive environment for our customers and our staff
- Greet and direct customers to plants, tools, supplies, amendments, etc.
- Assist customers with plant guidance and selection, and coach them on proper care and planting
- Respond to customer inquiries for products and services
- Ensure opening, closing, plant care and weekly tasks are completed properly and efficiently
- Participate in weekly operations meeting to assess operations, identify needs and align and drive our marketing, merchandising and plant management efforts; and conduct team meeting to review and execute same
- Prepare the weekly care board for your team and supervise and participate in the management of nursery stock including watering, fertilizing, pruning, transplanting and merchandising
- Supervise, coach and train staff on various aspects of plants, products, job responsibilities and procedures
- Identify plant needs and/or stress conditions and address with proper treatment
- Process transactions on POS system including manager overrides, returns, etc.
- Load and unload plants, hard goods and other products
- Direct pricing, stocking and merchandising of plants, hard goods and other products
- Assist with preparation and placement of merchandising pieces and signage
- Follow company policies and operational procedures
- Be a creative resource to our customers using your knowledge of plants, gardening, design and Treasure Valley specific gardening information

Minimum Qualifications:

- Broad knowledge of ornamental plants utilized in the Treasure Valley area
- Personal experience with gardening, planting, pruning, pest and disease control methods, etc.
- Interest in design, décor and creating outdoor living environments
- 2 years of experience in a retail garden center, nursery or related horticultural environment
- 2 years retail customer service experience
- 2 years supervision experience
- Excellent attention to detail coupled with a high level of accuracy in cashiering

- Positive, can-do, creative, solution-oriented, initiative-taking and team-driven attitude
- Keenly focused on customer needs and experiences as well as industry trends and innovations
- Ability to take direction, work independently and balance multi-tasking
- Proficient with POS system and computer programs such as word and excel
- Ability to lift up to 25 pounds
- Ability to work outside in all types of weather year round
- Ability to stand long periods of time and bend, lift and squat regularly
- Willingness to continue to learn and implement knowledge and skills in the nursery
- Educational background, training, and certifications as applicable

Submit resume together with letter of introduction and interest via e-mail to Kecia Carlson at kcarlson@madelinegeorge.com