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Job Posting

Annuals Assistant Supervisor

Date Posted: December 21, 2021

Location: Tagawa Gardens, Centennial, Colorado

Please Contact

Camille Cline

camillec@tagawagardens.com

720-690-9046

Compensation:

Starts at \$18 - \$20/hour

Benefits:

- Employee Discounts
- Holiday Pay
- 401(K)
- Medical/Dental Insurance
- Aflac (Supplemental Insurance)

Closing Date for Applications:

Tuesday, January 11

The Annuals Assistant Supervisor position is categorized as a Full-Time, Year-Round hourly, non-exempt position. Scheduled days and hours within the department vary seasonally based on department needs. Flexibility on weekends and working overtime as needed during peak season or large events is required. This job posting is intended to convey partial information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with it.

DUTIES AND RESPONSIBILITIES

- Oversee layout of Annuals plant material, making sure all signage is correctly located and maintained during peak season.
- Keep floor displays fresh and shoppable/making seasonal changes as needed.
- Oversee handouts for Annual's plant material is maintained and replenished for appropriate season.
- Notify/advise Supervisor of specific plants/quantities needed by guests along with low inventory throughout department during peak season.
- Guest Phone Calls: return messages, log calls and report to Supervisor and guests concerns.
- Able to take and complete custom special orders, process paperwork, tag sold items for delivery, and update delivery calendar.
- Maintaining accurate notes in the special-order book ensuring the plant material is pulled/tagged correctly for pick-up with location in greenhouses.
- Maintain the yearly switching out of custom designs for the new planting year.
- Attend events that will encourage continuous learning of new plant materials, new ideas, how they grow and how this can help us in our production season.
- Assist with Production January through March under the direction of Production Manager.

- Able to take/complete special orders/process paperwork/tag/pull and track items sold/maintain special order book with accurate notes.

TEAM MANAGEMENT

- Assist with training department's seasonal staff, to include ensuring team members are aware of and comply with the companies' policies and procedures.
- Delegate and give direction to seasonal and seasoned Annuals staff on keeping up with daily tasks (stocking tables properly, consolidating assigned areas, sweeping, pushing water, helping guests) Work alongside new staff to ensure complete understanding of task.
- Making sure staff is aware of any scheduling changes in a timely manner as to adjust their personal schedules.
- Assign, give direction, and oversee floor staff on keeping up with daily tasks in staff's individual assigned area(s), to include sweeping/pushing water as needed.
- Collaborate with the Annuals Supervisor on scheduling seasonal staff, making sure all shifts are properly scheduled to fill all mapped areas within department.
- Keep up with staff's scheduling needs to accommodate vacations, sick days, RTO's, switched shifts between coworkers. Ensure paperwork and documentation is completed, signed, and forwarded to HR.
- Oversee staff breaks and lunch schedules, making sure there is always adequate floor coverage.
- Inform Supervisor of any staffing issues, problems, or concerns.

If interested in applying for this position, please visit the Tagawa Gardens website for an application:
www.TagawaGardens.com