



959 South Kipling Parkway, Suite 200  
Lakewood CO 80226  
Ph: 303-758-6672  
www.coloradonga.org

## Job Posting

# Garden Center Manager/Assistant Store Manager

**Date Posted:** January 23, 2024

**Company:** Highlands Garden Center, Parker, Colorado

**Please Contact:**

Danielle Schilkoski

[danielle@bigtoolbox.com](mailto:danielle@bigtoolbox.com)

**Compensation:**

\$58,000 - \$71,000/year

**Job Summary**

The Garden Center Manager oversees daily operations of the garden center while also serving as an Assistant Store Manager for the greater Big Tool Box operation. The primary focuses of this position are ensuring a positive shopping experience for customers, effective management of staff and pro-active management of controllable costs. Successful management will require an active role in all garden center functions, especially employee training, product knowledge, merchandise care, merchandising, ordering/sourcing, receiving and controllable Profit & Loss line items (i.e. Labor, COGS etc). Most importantly, the Garden Center Manager must enjoy working with people and plants and display an aptitude for problem solving and conflict resolution.

The Highlands Garden Center Manager will work closely with the Big Tool Box Store Manager to manage the site and facilities, including all equipment and fixtures. They will also work together to manage events/promotions, maximize staffing efficiency location-wide and manage cross-over merchandise categories, in particular, Lawn & Garden. In addition to garden center responsibilities, as an Assistant Store Manager, they will help in the overall management of the store by serving as the senior manager on duty as required, supervising specific administrative store functions as assigned by the Store Manager and managing certain special projects/initiatives from time-to-time. They will work closely with the BTB Warehouse and Inventory Management team as well as the Buying Team to ensure effective and accurate deployment and management of inventory. The Big Tool Box Store Manager will serve as their direct supervisor.

**Preferred education requirements**

- > Associate or bachelor's Degree.
- > Garden Center/Nursery education/training i.e. Master Gardener, Certified Horticulturist etc.

**Minimum experience requirements**

- > At least 5 years of experience in a retail garden center, specifically overseeing a staff.
- > Strong knowledge of plant material, including annuals, perennials, trees, shrubs, etc.
- > At least 5 years of experience working with the public, where customer service was the focus.

**Position requirements**

- > Skill in establishing priorities and managing both workload and time wisely.
- > Ability to motivate, train and discipline staff when required.



959 South Kipling Parkway, Suite 200  
Lakewood CO 80226  
Ph: 303-758-6672  
[www.coloradonga.org](http://www.coloradonga.org)

- > Ability to adapt to many different situations and seasonal changes in sales and merchandise.
- > Ability to multitask and follow through on work assignments, especially those that are detailed.
- > Use and knowledge of necessary technology i.e. POS systems (EPICOR), Microsoft Office suite.
- > Possess strong communication skills with associates and customers.

### **Essential Job Functions**

- > Hire, train, motivate, schedule, review and, when necessary, terminate employees.
- > Examine merchandise to ensure it is correctly priced, displayed and it functions as advertised.
- > Direct and supervise employees engaged in sales, inventory, cash reconciliation and performing services for customers.
- > Ensure compliance with all company policies and procedures through regular store management and staff meetings.
- > Ensure proper maintenance of all plant material through proper watering, trimming, deadheading and pest management.
- > In conjunction with Receiving Team, receive all décor and live goods merchandise, ensuring that it is high quality, free of damage and accurate.
- > Manage inventory and transfer of product between stores.
- > Help to manage advertising, promotions and marketing functions.
- > Ensure all retail and storage areas are clean, safe, looking great and functioning properly.

### **Competencies**

- > Self-control: Must be able to maintain composure, even in difficult situations.
- > Dependability: Accountability, dependability, and the ability to fulfill obligations as assigned is of paramount importance.
- > Stress tolerance: Must be able to accept criticism, deal calmly and effectively in high stress situations.
- > Integrity: Job requires being honest and ethical.
- > Cooperation: Job requires being pleasant with others on the job and maintaining a good-natured, positive attitude.
- > Physical Activities: Ability to work on feet (long periods of time) in a hot & humid environment (cold in the winter). Able to frequently push or pull moderately heavy objects (approximately 50lbs – 100lbs).
- > Work Environment Varied Environmental: Hot, dry, wet and cold.
- > Inside & Outside: Potential exposure to slippery surfaces and allergy irritants. The garden center is subject to significant seasonal fluctuations in sales and thus work hours and workload can vary significantly by season.

### **Compensation**

- > Full Time
- > Exempt Position Drug Free Workplace \*Equal Opportunity Employer\*
- > Pay Range: \$58 – \$71K Annual Salary
- > Health Insurance (Full Time only)
- > Paid Sick Days & Select Paid Holidays
- > 401K with Company Match
- > Employee Discount
- > Paid Vacation (Full Time only)