

## Job Posting

# Perennial Assistant Supervisor

**Date Posted:** October 19, 2021

**Location:** Tagawa Gardens

**Please Contact:**

Camille Cline

[camillec@tagawagardens.com](mailto:camillec@tagawagardens.com)

720-690-9046

**Compensation:**

\$16/hour starting wage

The Perennial Assistant Supervisor position is categorized as a Part-Time, Year-Round hourly, non-exempt position, with a *Tagawa Gardens Leave of Absence; a specific timeframe leave of absence without pay. The TGLA does not affect employment status or benefits earned by employee.* 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.

**Guest Experience**

- Exceeding guest expectations for service, product, and timely and accurate order fulfillment.
- Complete sale orders, process paperwork, and tagging of product.
- Develops familiarity with department products in order to adequately assist guests.
- Responsible for knowing weekly sales, in-store specials we are promoting, and special events.

**Duties and Responsibilities**

- Communicate with various departments within the garden center who may need information regarding vendors, inventory, products, deliveries, etc.
- Stock out new arriving merchandise.
- Tag stock (with the current retail price) as it arrives.
- Maintain plants; watering as needed, removing dead plants, pruning of overgrown plants, shrinking and disposing of unsellable plants.
- Constant consolidation of the same variety of plants; while keeping them neatly organized.
- Pay constant attention to signage; all varieties of product must have correct information and prices
- Maintain cleanliness of perennial area and all landscapes; including sweeping, trash removal, weeding, etc.

**Team Management**

- Assist with the training and coaching Perennial Associates in guest experience best practices and facilitate a culture whereby every team member is passionate about guest service.

- Collaborate with Supervisor to create a positive, challenging and exciting environment which is conducive to high-performance, teamwork, and a great place to work for all Associates.
- In Supervisor's absence, direct Associates to perform tasks. Assist with building strong teamwork within your department, across the Garden Center and with outside suppliers.
- Complete daily *Pass it Down* log to include; special orders, departmental issues, and pertinent events of the day.

***Knowledge, Skills, and Abilities***

- Knowledge of perennials; be familiar with or have the willingness to learn to diagnose plant health issues.
- Willingness to work overtime as needed.
- Working knowledge of rules and regulations set forth by the Colorado Department of Agriculture.
- Consistent attention to detail, sense of urgency, problem solving, negotiation, and conflict resolution.

***Benefits***

- Medical/Dental
- Aflac supplemental insurance offered
- 401K
- Holiday Pay opportunity
- Employee discounts
- On the job training and skills development
- Paid Sick time accrued (1 hour for every 30 hours worked)

All qualified applicants are considered for positions without regard to age, race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ethnicity, age, disability, genetic information, racial status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

If you are interested in applying, please apply on the Tagawa Gardens website.

[www.TagawaGardens.com](http://www.TagawaGardens.com)