

Job Posting

Perennial Supervisor & Interdepartmental Support

Date Posted: October 19, 2021

Location: Tagawa Gardens

Please Contact:

Camille Cline

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720-690-9046

Compensation:

\$19/hour minimum

The Perennial Supervisor position is categorized as a Full-Time, Year-Round hourly, non-exempt position. 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

- Develops and maintains department operations to include all aspects of the perennial retail sales floor including the purchasing, receiving, stocking, and merchandising of perennial product.
- Execute key strategic initiatives to drive high performance including department organization and layout, product offering and purchasing inventory, staffing and staff expertise, target guests and merchandising, in-store processes, sales generation, and sales support.
- Thoroughly understand the department's operating and financial reports and be able to quickly identify positive/negative business trends and determine root causes to issues.
- Secure the necessary inventory to maintain sales volumes.

Departmental Functions/Duties

- Open the Perennials department in March and close the department in October. This includes thoroughly cleaning the department and organize the racks, tables, and shelving where needed.
- Compile and post purchase orders for perennials and supplies *BEFORE* their scheduled delivery.
- Promptly resolve discrepancies in orders with the Receiving Dept, deliverer and vendor as needed.
- Assist with the unloading of product upon arrival, along with pricing and prompt stocking of product.
- Ensure the daily maintenance of plant material - i.e., watering, removing non-saleable/damaged plants, removal of faded flowers and leaf material and pruning to shape as needed.
- Create and maintain departmental displays.
- Daily housekeeping of the departmental area (sweeping, dusting, trash pickup and removal, etc.)

- Communicate and collaborate with Production Manager regarding insects, diseases, and other concerns.
- At the conclusion of peak season, coordinate with Production Manager and vendors to make next year's orders.

Team Management

- Create a positive, challenging, and exciting environment which is conducive to high-performance, teamwork, and a great place to work for all Associates.
- 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; familiar with and able to diagnose plant health conditions.
- Working knowledge of rules and regulations set forth by the Colorado Department of Agriculture.
- Understand accounting fundamentals such as debits, credits, and budget analysis.
- Strong planning, organization, and time management skills.
- Consistent attention to detail, sense of urgency, problem solving, negotiation, and conflict resolution.
- Solid understanding of managing product inventory and working within a budget.
- Willingness to travel for trade shows, conferences, vender visits, etc.
- Willingness to work overtime when needed.
- Obtain approval to be a company Designated Driver (Must maintain a clean driving record).
- Able to obtain a certification in Forklift Operation (Must be 21 years or older).
- Willingness to sign a confidentiality agreement and can pass a background check.

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