



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

## Job Posting

# Rose and Perennial Assistant Supervisor

**Date Posted:** January 10, 2022

**Location:** Tagawa Gardens, Centennial, Colorado

**Please Contact**

Camille Cline

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

720-690-9046

**Compensation:**

Starts at \$18 - \$20/hour

**Benefits:**

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

**If interested in applying for this position, please visit the Tagawa Gardens website for an application:**

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

The Rose and Perennials Assistant Supervisor position is categorized as a Part-Time Year-Round (PTYR) non-exempt position. Scheduled days and hours within the department vary seasonally based on department needs. Must be available to work weekends and overtime, if necessary, especially during peak season. **This position requires the Assistant to take a *Tagawa Gardens Leave of Absence*, a time frame which is a leave of absence without pay. The TGLA does not affect employment status or benefits earned by the employee.**

**ESSENTIAL RESPONSIBILITIES:**

*GUEST EXPERIENCE:*

- Exceed guest expectations for service, product, quality, availability, and timely accurate order fulfillment.
- Develop familiarity with department products to effectively assist guests.
- Uphold standards for a strong company image that invites guests to repeat their business.

*DEPARTMENTAL PERFORMANCE:*

- Assist Supervisor with department operations to include all aspects of the rose perennial retail sales floors including the purchasing, receiving, stocking, and merchandising of perennial product.



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- Assist Supervisor with 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.

#### *DEPARTMENTAL FUNCTIONS/DUTIES:*

- Assist with the opening of the Perennials and Rose departments in February and closing of the departments at the end of the season. This includes thoroughly cleaning the department and organize the racks, tables, and shelving where needed.
- Assist with planting and plant maintenance.
- Maintain proper signage in both Departments.
- Assist with the unloading of product upon arrival, along with pricing and prompt stocking of product.
- Ensure daily maintenance of plant material in department (i.e., watering, removing non-saleable/damaged plants, removal of faded flowers/leaf material, and pruning to shape plants as needed).
- Create and maintain departmental displays.
- Daily housekeeping of the department (sweeping, dusting, trash pickup and removal, etc.)
- Elevate the value and benefits of roses and perennials through guest education.
- Assist with planning orders from vendors.
- Assist with purchased orders when necessary and resolve discrepancy issues with vendors and the Receiving Department.

#### *COMMUNICATION:*

- Collaborate and assist Supervisor in maintaining operational processes, procedures and plans that support the goals and objectives of the company.
- Daily update the *PASS DOWN THE LINE* (PDL) log. All questions, concerns, clarifications, and instructions should be noted in book if in-person contact is not possible.

#### *TEAM MANAGEMENT:*

- Maintain a positive, challenging, and exciting environment which is conducive to high-performance, productivity, teamwork, and a great place to work for departmental staff.
- Trains team members to be aware of and comply with the companies' policies and procedures.
- Strong leadership abilities to assist with overseeing and directing department staff in achieving departmental goals, maximizing productivity and efficiency.
- If requested, assist with scheduling of staff labor hours to adequately cover department needs, while staying within labor budget.

#### *KNOWLEDGE, SKILLS AND ABILITIES:*

- Basic knowledge of perennials and roses; be familiar with and able to diagnose plant health conditions.
- 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.
- If requested, be able to obtain a certification in Forklift Operation (Must be 21 years or older).

#### *EDUCATION AND EXPERIENCE:*

- High School graduate, GED, or equivalent education is required.



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- At least 1 year greenhouse and/or retail supervisory role is preferred.
- Strong computer skills with proficiency in Excel and Word.
- Must be fluent in English; proficiency in Spanish is helpful.
- Willingness to sign a confidentiality agreement and able to pass a background check.

**WORKING CONDITIONS:**

- Work is performed both indoors and outdoors.
- Exposure varies to outdoor weather conditions and inclement weather (rain, snow, heat, cold).
- Indoor greenhouse temperatures can become hot.

All positions within Tagawa Gardens require assisting other departments during critical times in the peak season to include lifting and carrying of heavy materials throughout the day. This position requires that you be able to regularly lift and/or move up to 60lbs to waist and carry it 10 ft. with or without reasonable accommodation. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All employees must follow the safety guidelines and procedures set by Tagawa Gardens, use equipment and materials correctly for their intended purpose, and determine appropriate action for dealing with all situations that may arise. This job description is intended to convey 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.

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.

**WORKING CONDITIONS:**

- Work is performed both indoors and outdoors.
- Exposure to outdoor weather conditions varies; to include inclement weather (rain, snow, heat, cold).
- The noise level in the work environment is usually moderate.

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