



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

Job Posting

Trees and Shrubs/Nursery Supervisor

Date Posted: January 10, 2022

Location: Tagawa Gardens, Centennial, Colorado

Please Contact

Camille Cline

camillec@tagawagardens.com

720-690-9046

Compensation:

Starts at \$21 - \$27.50/hour

Benefits:

- Employee Discounts
- Holiday Pay
- 401(k)
- Medical/Dental Insurance
- Aflac (supplemental insurance)

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

www.TagawaGardens.com

The Tree and Shrub/Nursery 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 GUEST EXPERIENCE:

- Exceeding guest expectations for service, product, quality, availability, and timely accurate order fulfillment.
- Develop a deep understanding of the local market to include guests, products, services, vendors and competitors.
- Train and coach Associates within the Nursery department in guest experience best practices and facilitate a culture whereby every team member is passionate about guest service.

DEPARTMENTAL PERFORMANCE:

- Execute key strategic initiatives to drive high performance to include department organization, layout, product offering and purchasing (trees, shrubs, woody ornamentals, Christmas trees & greens) inventory, staffing and expertise, target guests and merchandising, in-store processes, sales generation and sales support.



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- 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.
- Adhere to Tagawa Gardens' processes and systems; while enforcing the company's Safety Standards.
- Confer with vendor contacts to obtain favorable and timely deliveries as well as the best possible shipping prices.
- Communicate with various departments within the garden center who may need information regarding vendors, inventory, products, deliveries, etc. and collaborate in joint ordering efforts.
- Perform budget analysis of the Nursery's financials and provide management the information regarding the overall performance of the Nursery.
- Secure the necessary inventory to maintain sales volumes.

TEAM MANAGEMENT:

- Assist with interviewing and training department's seasonal staff; to include performance management.
- Create a positive, challenging and exciting environment which is conducive to high-performance, teamwork, and a great place to work for all associates.
- Ensure strong teamwork within your department, across the Garden Center and with outside suppliers.
- Collaborate with other department Supervisors in maintaining operational processes, procedures and plans that support the goals and objectives within the company.
- Ability to direct Associates to perform tasks.

KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of woody ornamentals; familiar with and able to diagnose plant health conditions.
- Working knowledge of rules and regulations set forth by the Colorado Department of Agriculture and the Colorado Nursery Act.
- Manage and plan for future growth while driving innovation in all new varieties of trees and shrubs throughout the Colorado front-range.
- Excellent communication, customer service and leadership skills.
- 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 out of state 2-3 times per year for trade shows, conferences, vendor visits, etc.
- Willingness to work overtime when needed.
- Able to obtain a certification in Forklift Operation (Must be 21 years or older)

EDUCATION AND EXPERIENCE:

- A degree or certificate in horticulture, agriculture, forestry, or arboriculture is an asset, but the equivalent combination of education and experience is also acceptable.
- 2+ years of experience working in Nursery operation.
- Strong computer skills with proficiency in Excel and Word.
- Must be fluent in English; proficiency in Spanish is helpful.

WORKING CONDITIONS:

- Work is performed both indoors and outdoors.
- Exposure to outdoor weather conditions varies; to include inclement weather (rain, snow, heat, cold).



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- The noise level in the work environment is usually moderate.

All positions within Tagawa Gardens requires 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 are 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.

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