



Job Description: **Garden Center Support Staff/ Carryout**

Reports to: Non-Roots Leader

Does this sound like you? If so, apply today!

You love working outside and like to keep moving. Because you have previous garden or landscape experience, weather is not an issue. Hot or rainy days don't keep you from approaching your job with a great attitude. You have experience moving heavy items and you're not afraid of getting your hands dirty. You're friendly and enjoy working on a team with others. A customer needs mulch loaded in their car for them? No problem, you're on it. Do your teammates need assistance moving pottery or a heavy fountain out onto the sales floor or into a vehicle? You're there to help. A big plant order has just arrived? You'll help get it unloaded quickly and carefully so you can get back to customer needs.

If you see the trash needs to be taken out or plants and display beds that need watering, you'd rather take care of it on your own before someone has to ask you to do it. You'll never leave stray shopping cards in the parking lot. As orders come in, you'll be eager to help carefully unpack, price and stock items as needed. You take care of the tools and equipment you use each day and make sure that storage areas are kept tidy.

You're proud of the work you do and you do it with a smile. You're looking for part time or full time work and are available on weekends.

Never worked at a garden center or landscaping company before? That's ok...tell us your story and we'll happily consider your application!

Key Job Responsibilities:

1. Greet our customers with a smile! Help orient them as needed to the different areas of the garden center.
2. Assist customers with loading bag goods, plants or other large objects such as statuary, pottery or fountains.
3. Receive and offload deliveries following the Receiving Protocol.
4. Stage delivery and product placement in correct areas. Work with SAL's (Sales Area Leader) as to how / when to place product on shade carts, etc.
5. Unpacking and pricing items with coordination of SAL and proper paper work.
6. Ensure all facility equipment and structures are safe and maintained.
7. Note damaged / inferior products and communicate to SAL
8. Watering and maintain grounds



Operations – Routine Duties

Routine Duties	<ol style="list-style-type: none">1. Change AC filters<ol style="list-style-type: none">a. Activity Center every Friday (1 filter)b. Bungalow every other Friday (3 filters)c. Cottage every 2 months (1 filter)d. Buy True Blue brand filters from Home Depot (in 3 packs if possible)e. DO NOT buy Do It Yourself brand from C&D2. Unloading & pricing plant deliveries<ol style="list-style-type: none">a. Unload directly onto cartsb. Assist check-inc. Priced. Watere. Move to sales floor3. Loading tickets<ol style="list-style-type: none">a. Listen for loading ticket calls and respondb. Wait for customer and take ticketc. Ask if they need plastic to put downd. Direct customer to appropriate area & load items4. Transport recycled pots and flats to Memorial Arboretum 4501 Woodway Dr.<ol style="list-style-type: none">a. Use rainbow tarp to keep pots from flying out of truckb. In northeast corner of arboretum parking lot, offload recycling into large dumpster5. Maintain order of the soil loading area<ol style="list-style-type: none">a. Cut and throw away plastic wrapb. Stack empty pallets in designated areac. Sweep/rake area around palletsd. Move ripped/punctured bags to designated area6. Water plants, display beds, & hold area as directed by Salvador7. Maintain order and cleanliness around potting table8. Maintain order and cleanliness of BLC (Boswell Lattice Cave)9. Sort and bag recycling from all bins<ol style="list-style-type: none">a. Place plastic in Green Recycling Dumpsterb. Place other recyclables behind Green Recycling Dumpster
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Daily	Opening <ol style="list-style-type: none">1. Open Gates2. Leaf blowing3.4.5.
	Closing <ul style="list-style-type: none">• Remain on the property outside while the register closer completes settlement procedures.• Carry a working radio to ensure communication with the register closer who is locked inside the Activity Center/Office building..• Close cashier tent sides• Close plant care shed (front and back doors)• Turn off all non-timer lights and fans• Ensure that all of the following are closed and locked:<ol style="list-style-type: none">1. Main entrance gates (Oxford Street)2. Entrance 1 loading area gates (11th Street)3. Entrance 2 loading area gates (11½ Street)4. Gate between Entrance 1 loading area (11th St) and salesfloor.5. All alley and Greenhouse gates6. Tool shed7. Bungalow doors (3)8. Outside doors to Donna's office9. Cottage back door• Look for and put away all tools, gloves, boxes and other equipment that could be damaged by being outdoors.• Leave the property with the register closer ensuring that the Activity Center/Office building has been locked and locking the gate(s) through which you exit.
Periodic Duties	<ol style="list-style-type: none">1. Clean employee parking lot gate post hole as needed2. Break down cardboard boxes and place in Green Recycling Dumpster3. Rake leaves (mostly in the Fall)4. Pull weeds5. Assist with general maintenance and improvement Project6. Collect bubble wrap and packing materials in plastic bags behind Activity Center to be taken later to UPS for recycling



Each BNP person is an integral part of the overall success. To keep BNP operating at an efficient, effective and profitable level, all BNP members are asked to assist in different areas of the operation and to perform tasks that are outside of their day-to-day responsibilities.

However, *exceptional customer service is every BNP employee and leader's responsibility*