



We are a growing, creative, fast-paced team focused on helping people create stylish and sustainable outdoor living environments. This is a unique opportunity to be involved in a plant and design-driven garden center, and as such, we are seeking creative, energetic, customer-focused and operations-minded individuals to join Madeline George in serving our customers and caring for our plants. Visit our website at madelinegeorge.com to learn more about us and our mission!

Position:	Garden Center Assistant Manager
Position Type:	Part Time Position
Available Shifts:	Sunday through Tuesday 10:00am to 5/6:00pm
Hourly Wage:	\$14.00 - \$18.00 Depending on management experience and plant/gardening knowledge
Benefits:	401(k) Plan, Employee Discount

Responsibilities:

- Embrace the vision of Madeline George and drive our mission and strategies
- Provide a delightful and efficient customer service experience; lead and train staff members to deliver same; and develop a rapport and personal relationship with our customers
- Ensure that our plants are properly managed, well-cared for and merchandised to deliver the best quality product in an inspiring and pleasant environment to create meaningful value for our customers
- Assist in planning and managing the daily/weekly/monthly/seasonal operations of the nursery including receiving, plant and product management, merchandising, and facilities maintenance
- Perform nursery opening and closing tasks
- Direct, perform and supervise plant management including watering, deadheading, pruning, fertilizing transplanting, and merchandising; identify plant needs and/or stress conditions and address with proper treatment
- Greet and direct customers to plants, tools, supplies, amendments, etc.
- Direct, perform and supervise receiving, labeling, and stocking in conjunction with key managers
- Assist with preparation and execution of signage and promotional messages, specials and related events
- Assist customers with purchases and process POS transactions; troubleshoot POS problems as needed
- Load and unload plants, hard goods and other products
- Be a creative and reliable resource to our customers with your knowledge of plant materials, gardening, design and Treasure Valley specific information
- Learn and execute company policies and procedures

Qualifications:

- Possess a plant loving, design appreciation and people friendly nature coupled with a like-minded ambition to drive the mission of Madeline George to create stylish and sustainable gardens
- 2 years of experience in a retail garden center, nursery or related retail/horticultural environment
- 2 years of experience with staff and project management
- Positive, can-do, creative, solution-oriented, team-driven attitude
- Keenly focused on customer needs and experiences as well as industry trends and innovations
- Broad knowledge of plant materials and management of same in nursery/retail setting
- Possess key traits: observant, anticipatory, critical thinker, initiative taker, change agent, attention to detail, ability to multi-task, re-organize and re-direct given environmental conditions; keep big picture and mission in clear view; maintain a productive, pleasant work environment and foster an esprit de corps
- Willing to work extra hours as necessary to ensure plant and product deliveries are attended to, merchandising is completed, cover short staff situations
- Proficient with POS system functions, Microsoft word, excel and outlook programs, email, google, etc.
- Ability to lift 25 pounds, ability to stand long periods of time and bend, lift and squat regularly
- Work outside in all types of weather year round
- Educational background, training, and certifications as applicable

Submit resume together with letter of introduction and interest via e-mail to Kecia at kcarlson@madelinegeorge.com