

# *Woldhuis Farms Sunrise Greenhouse*

## **Tree & Shrub Manager Job Description**

Woldhuis Farms Sunrise Greenhouse is seeking an enthusiastic and experienced individual to join our team and serve as the Tree & Shrub Manager. The Tree & Shrub Department includes trees, shrubs, evergreens, fruits, and roses; these are all to be overseen by the manager.

### **Responsibilities**

- **Oversee Retail Floor and Overstock**
  - Ensure best plants are on the floor
  - Merchandise plants for prime position for sales
    - Keeping blooming plants towards the front and in displays
    - Keeping the floor full
  - Advise ownership on plant shortages and insect and disease issues
  - Maintain plant inventory with appropriate cultural practices (trimming, spacing, etc)
- **Manage Employees**
  - Lead the department employees throughout their daily duties
  - Develop and maintain a positive work culture
  - Monitor and coach current and new employees on the best horticultural practices while enforcing the company handbook
- **Customer Service**
  - Create a customer-focused environment where our customers consistently enjoy an excellent experience
  - Assist customers by answering their questions
  - Resolve any issues and complaints brought up by customers
- **Plant Production**
  - Assist with plant production
  - Monitor plants being grown
  - Advise ownership on insect, disease, and cultural issues

### **Qualifications**

- Self-motivated
- Clear communication skills
- Proficient in using email communication and Microsoft Office Suite
- Problem-solving capability
- Ability to work under pressure
- Ability to work with and lead a team
- Previous managerial experience
- Able to work outdoors in all weather conditions
- Valid driver's license

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### **Expectations**

- Positive attitude
- Good work ethic
- Clear, constant, and honest communication with ownership
- Full time employment (45 hours per week)
  - Must be able to work Saturdays (seasonally)

### **Compensation**

- Hourly wage, commensurate with skills and experience
- Overtime eligible
- Paid time off
- Bonus opportunities
- Employee discount
- On the job training

Qualified applicants can note their interest in this position on the employment application.