

Van Zeeland Nursery & Landscape

Position Description

Job Title: Nursery Associate

Position Summary: Nursery associates are responsible for creating a welcoming environment for all customers and community members who visit Van Zeeland Nursery & Landscape and ensuring the physical grounds are maintained to Van Zeeland Nursery & Landscape standards. This position requires strong customer service experience, organizational skills, and a high level of physical stamina.

Job Responsibilities and Duties

- **Customer Service**
 - Appropriately greet every customer who enters nursery.
 - Provide guidance on plant questions and needs as applicable.
 - Assist customers with loading products into vehicles as needed.
 - Communicate with customers appropriate planting and watering instructions.

- **Facility Maintenance**
 - Complete tasks on daily checklists.
 - Maintain all pathways appropriately.
 - Maintain all garden areas including display areas.
 - Maintain bulk material area.
 - Maintain nursery grounds including weeding.

- **Plant Care**
 - Ensure plants are being watered accurately and appropriately.
 - Maintain outdoor plant displays and surrounding areas, including weeding as needed.
 - Communicate all plant issues with Retail and Garden Center Manager.
 - Assist with creating and maintaining plant displays and gardens.

- **Landscape Contracting**
 - Tag plants for design projects as requested.
 - Pull appropriate tagged plants for retail projects.
 - Prepare plant material for landscaping projects in designated designer staging areas.

- **Other Responsibilities and Notes**
 - Assist with receiving product deliveries.
 - Assist in maintaining a clean work environment including breakrooms, bathrooms, and community spaces.
 - Communicate with Retail and Garden Center Manager when there are issues with products or products need to be reordered.
 - Assist with community engagement events when requested by Director of Human Resources and Community Engagement.
 - Complete other duties as assigned.
 - Hours may vary seasonally and are determined by the discretion of the Retail and Garden Center Manager.

- **Qualifications**
 - Exceptional communication and interpersonal skills.
 - Physical stamina to conduct role.
 - Strong customer service and sales knowledge.
 - Previous horticultural experience or degree preferred.



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Acknowledgment

I have reviewed this job description and I understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I further understand that this job description supersedes all prior job descriptions for this position. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Employee Printed Name

Employee Signature

Date