



Job Title:	Retail Nursery Manager	Job Category:	Managerial
Reports To:	President	Position Type:	Seasonal Full-Time
Level/Salary Range:	\$16-\$22 / DOE	Date Posted:	2/28/2022
HR Contact:	Travis Tischer	Will Train Applicant(s):	Yes
External Posting URL:	www.dakotadesignsnd.com/employment		
Applications Accepted By:			
Email: (primary Contact) dakotadesignsnd@gmail.com		Mail: Dakota Designs LLC 18021 79 ½ ST SE Wahpeton, ND 58075 701-640-7355 (Leave a message)	
Job Summary			
The Retail Nursery Manager is responsible for overseeing the day-to-day operations of a retail material and plant nursery. Responsible to hire and train nursery workers, grow and maintain plants, create displays, respond to customer queries, and manage stock levels.			
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Overseeing and improving the daily functions of the nursery. • Opening the nursery in the morning and closing at the end of the business day. • Creating staff work rosters and delegating duties to nursery water team. • Monitoring plant health and implementing a plant health/growth program. • Monitoring watering times, soil conditions, and plant positions. • Creating attractive garden and plant displays in the plant retail area. • Responding to customer requests and assisting the nursery staff. • Answering the phone during business hours and taking messages for landscaping and nursery related request. • Assisting customers with the sale process including checking them out and loading material. • Taking plant inventory on a monthly basis. 			
Qualifications and Requirements			
<ul style="list-style-type: none"> • Age: 18+ (Age: 16-17 nursery management training available for the right applicant) • Hold a valid driver's license. • Ability to obtain DOT Medical Card / Pre-employment drug testing. • Knowledge of annuals, perennials, shrubs, evergreens, and trees. • Ability to safely operate nursery plant related equipment including a skid steer. • Ability to work some Saturdays and Holidays. • Ability to create work rosters and delegate duties. • Ability to work extended hours as the job requires. • Ability to work independently. • Lifting 25 lbs. on a constant basis and 50 lbs. on a recurring basis 			
Continued			

**Preferred Skills**

- Point of Sale knowledge. (will train)
- Ability to operate a skid steer to load material. (will train)
- Responsible and punctual.
- Ability to work independently and with a team.
- Excellent time management, communication and managerial skills.