



Job Description

Job Title

Retail Supervisor.

Responsible to

Shop Managers (Denis & Chris).

Purpose

To supervise and work on the display, merchandising and sale of trees, shrubs, other garden plants, and garden accessories both on site and online.

Responsibilities

1. To maintain plant stock including...
 - watering
 - weeding
 - fertilizing
 - pruning
 - potting
 - Staking.
2. Keep sales areas and surrounds clean of weeds and in a suitable condition for selling plants.
3. Liaise with other supervisors about work requirements to help them when needed and to facilitate the smooth running of the nursery as a whole.
4. Keep production details as required by the production and inventory control system.
5. Attend weekly management meetings and contribute ideas on increasing nursery efficiency, plant quality and customer satisfaction.
6. Collect, collate, process and pack retail and online orders to customer standards when needed.
7. Report on supplies needed, in particular monthly stock takes and reordering of
 - Retail dry goods
 - Retail green goods
8. Report on equipment requirements and faults.
9. Carry out quality control at every stage in the selling process.
10. Assist in planning production of plants
11. Assist in planning indent purchases of green and dry goods
12. Keep shop stocked with crops that are ready for sale.
13. All other duties as required.
14. Work with marketing for sales promotion activities.