

Name	Job Title: Planting & Delivery
Date:	Reports To: Robert

In the space below, please fill in each of the tasks and duties you perform in conjunction with your job. Use action verbs (such as *writes*, *supervises*, *teaches*, etc.) to describe what you do. Indicate whether it is a **Primary** or **Secondary** job function. Also indicate the frequency with which the function is performed, i.e., **Daily**, **Weekly**, **Monthly**, **Yearly**, or **As Needed**.

	Task and Duty Description	P	S	D	W	M	Y	AN
1.	Load materials (Green Goods & Dry Goods) as directed by the Nursery Grounds Manager using tractor and/or forklift.	X		X				
2.	Plant or deliver material	X		X				
3.	Gather Material for jobs	X		X				
4.	Maintain Vehicles and advise for maintenance.	X		X				
5.	Maintain nursery grounds.		X					X
6.	Tree and Shrub pruning and removal	X						X
7.	Attend staff meetings and training sessions as requested and/or required.	X						X

RESPONSIBILITIES

Planting and Delivery reports directly to the Nursery Grounds Manager.

Ensure the confidentiality of all company records. Ensure close security of company assets.

Responsible for accuracy in duties relating to records of the company's business.

Assist to ensure all information and communication needs are performed in an accurate and timely manner.

REQUIREMENTS

Skills, Knowledge and Abilities: Ability to work independently and work well with others in a multi-functional fast paced environment and analytical knowledge.
Reasoning Ability: Able to apply principles of logical thinking to a wide range of Intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables. Ability to complete a variety of activities simultaneously.

Language Skills: Ability to communicate in a clear and precise style.

Physical - Body Positions - Standing and/or sitting for long periods. The position requires stooping, kneeling, bending, lifting and crouching. The physical demands are representative of those that must be met by the employee to successfully perform the essential functions of this job, up to and including use of equipment such as forklift, hand truck, pallet jack, tractor, and a variety of truck and trailer types. This position requires lifting ability of 100 lbs., 20/20 eyesight (correction devices included) and substantial sustainable physical stamina.

Body Movements - Use of hands, arms, eyes and voice. Must also be able to use telecommunications. Ability to physically observe operations, listen and actively participate in communicating effectively with employees, customers and public.

Mental - Requires analytical and statistical knowledge using general business mathematical skills. Ability includes reading, writing, spelling, and the ability to communicate clearly on technical and business topics in the English language.

Working conditions – The work is normally performed in the following areas: office environment, indoor and outdoor retail store environment, barn and storage areas, and residential and commercial sites through a variety of seasonal climate changes. The work requires driving.

MEASUREMENTS OF PERFORMANCE

All assigned duties are discharged diligently and in a timely manner.

Recognizes the need to fulfill other obligations not directly assigned and properly assumes and fulfills those duties.

I have reviewed and understand the Task Sheet and believe it to be accurate and complete. I understand that the Nursery Grounds Manager and/or Chief Operating Officer have the right to change and modify this Job Description, at any time, and that I will be allowed to review the document and be asked to re-sign before it becomes a part of my personnel records.

Planting and Delivery

Date

Nursery Grounds Manager

Date

Task Sheet

TASK : _____	Title
Date:	Reports To:

Task and Duty Description	
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Task Sheet

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