

Name: _____	Job Title: <u>Yard Waterer</u>
Date: _____	Reports To: <u>Yard Watering Supervisor</u>

	Task and Duty Description	P	S	D	W	M	Y	AN
1.	Stand Trees and shrubs up before watering.	X		X				
2.	Water plants according to instructions and watering schedule. Be aware of climate changes affecting plant water needs: wind, heat, cold. Spot water as required. Accurately mark schedule at the end of each day.	X		X				
3.	Know plant area names as indicated on schedule: i.e. containerized, balled and burlap, evergreen, northwest, behind the barn.	X		X				
4.	Be aware of the condition of pots and plants. Notify supervisor of broken fiber pots, broken black boxes, split or broken limbs.	X		X				
5.	Know the layout of the nursery and be able to accurately direct customers.	X		X				
6.	No sales are expected from waterers. Direct customers to sales staff.	X		X				
7.	Be plant savvy. Learn the difference between evergreen, deciduous, annual, perennial, shrub, tree, dwarf and standard.		X	X				
8.	Know pot sizes and bedding plant container sizes: Container pots: 1, 2, 5, 10, 15, 20 gallon Fiber Pots: 18", 21", 24", 30", 36" Black Boxes: 24", 31", 36"	X		X				
9.	Know the difference between: dead, dormant, weed, plant.	X		X				
10.	Care for hoses and watering wands; repair hoses as necessary. Keep track of all hose ends and watering wands. Notify supervisor if new hoses and/or hardware is needed. Be able to pull 100 feet of garden hose for entire shift.	X		X				
11.	Know what a plant should look like when healthy. Learn to determine why a plant is not thriving: disease, insect, water issues. Notify supervisor if needed.		X	X				
12.	Attend staff meetings and training sessions as requested and/or required.	X						X

13.								
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RESPONSIBILITIES

Yard Waterer reports directly to the Yard Watering Supervisor.

Ensure the confidentiality of all company records. Execute policies and procedures of Greenhouse Garden Center accurately.

Ensure close security of company assets.

To provide operational support for the various nursery sales departments of Gift Shop & Garden Gift, Dry Goods, Green Goods and Administration & Finance and Landscape.

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. Ability to compose standard letters with proper format, grammar, punctuation and spelling, using all parts of speech. Ability to speak with poise, voice control and confidence, using correct English with a well-modulated voice.

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 a hand truck and pallet jack, and with proper training forklift and/or tractor (senior sales positions will be trained as needed). This position requires lifting ability of 50 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 through a variety of seasonal climate changes.

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 Green Goods 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.

Yard Waterer

Date

Yard Watering Supervisor

Date

