



THEODORE PAYNE FOUNDATION for Wild Flowers and Native Plants

Nursery Sales Associate
Posted March 16, 2021

POSITION OBJECTIVES

TPF is seeking an energetic individual with strong interpersonal and communication skills who enjoys working with a team. In addition to assisting customers, sales staff is responsible for preparing the sales yard for incoming plants, labeling plants and moving them into the sales yard each week, and pulling plant orders for will-call customers and off-site TPF events. The candidate should be willing and able to work outdoors in all weather conditions. This position requires frequent heavy lifting, bending and walking on uneven terrain. The Nursery Sales Associate is responsible for providing excellent customer service, plant care (including watering, weed control and pest management), updating the weekly inventory (including data entry), and maintaining the grounds within the sales area. This position reports to the Nursery Sales Manager.

DUTIES & RESPONSIBILITIES

- Assist and educate customers about gardening with native plants
- Generate sales tickets and complete transactions using point of sale system
- Promote sales, classes, tours, and other TPF events
- Update and track weekly inventory using manual and automated systems
- Upload inventory and plant information to website, POS system and database
- Label and move plants into sales yard
- Keep sales yard neat and orderly
- Care for plants, and manage vertebrate and invertebrate pests in the sales yard
- Water plants in containers and grounds
- Weed, prune, and maintain grounds and structures within the sales yard
- Supervise and work with volunteers to assist with the above duties

KNOWLEDGE, SKILLS & ABILITIES

- Commitment to Quality – ability to commit to personal high-quality workmanship and behavior in all facets of nursery sales, as well as team interpersonal relationships
- Commitment to Task – ability to persist and accomplish work in spite of obstacles, setbacks, and distractions, without direct supervision

- Attention to Detail – ability to attend to details at the level necessary for successful completion of the work to established standards and adjust level of attention required in order to maximize productivity
- Communication – ability to comprehend and act on detailed verbal or written instructions
- Safety – ability to correctly anticipate safety hazards and take steps to avoid unsafe conditions
- Training – ability and desire to learn and improve upon nursery-related competencies to refine or gain new and additional skills
- Ability to lift and carry 50-100 lbs., move plants, pull, load and unload carts on a regular basis
- Visual acuity sufficient to gauge plant health, insects, disease, as well as read labels, written instruction, and documentation
- Ability to tolerate working outside during cold, wet, winter as well during hot summer conditions
- Nursery sales or comparable retail experience required
- Horticultural background required
- Basic computer, tablet and interface skills required
- Knowledge of CA native plants preferred
- Proficiency in Spanish preferred
- Higher education degree strongly desired

Benefits

- Medical and Dental Insurance
- Retirement plan eligibility after 6 months
- Sick, holiday, and vacation
- Staff discount
- **Schedule:**
 Fall through Spring: Tuesday through Saturday, 8:00 am to 4:30 pm
 Summer: Tuesday-Wednesday, 7:00 am to 3:30 pm, Thursday through Saturday, 8:00 am to 4:30 pm

Pay Rate: \$15.00/hour

TO APPLY

Send resume and cover letter to jobs@theodorepayne.org