

# FROEHLICH'S FARM & GARDEN

## Job Details

Salary

\$16 - \$24 an hour to start based on experience

Job Type

Full-time

Number of hires for this role

1

## Qualifications

- Inventory Purchasing: Min 2 Years
- Retail Sales: Min 2 Years

## Full Job Description

**Froehlich's Farm & Garden is excited to be looking for a new member to add to our team. We are a family owned and operated garden center looking to expand on new products and E-Commerce, so we are looking for an organized, responsible person that is enthusiastic about gardening and outdoor living to join our team to assist with product procurement, inventory management, customer service and retail merchandising our retail garden center.**

**Purpose:** To oversee the garden center and E-Commerce inventory department, purchase products according to company guidelines and seasonal offerings and maintain a well-stocked and well merchandised retail store.

### RESPONSIBILITIES

#### Produce Responsibilities

- Ensure prompt, friendly, helpful customer service
- Ensure the department is well merchandised and visually appealing to customers
- Assist in planning and creating promotional displays
- Work closely with vendors to purchase seasonal products
- Monitor inventory and replenish products based on company buying guidelines
- Purchasing, receiving, and merchandising orders
- Work closely with the E-Commerce and Marketing Department on sales and promotions
- Ensure all inventory is processed into our POS system.
- Ensures proper signage and tags are displayed for products

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- Establish pricing procedures, to meet targeted margin goals
- Research and recommend purchases of new products and new vendors
- Develop and enforce daily tasks to be completed including, store front, stocking, and cleaning to maintain a clean and efficient work environment
- Maintain a positive working relationship with vendors and employees
- Oversees all customers special orders
- Assist with processing online and retail orders
- Assist with shipping and receiving online and retail orders

## **Personnel Management**

- Ensure on-the-job training according to company policies.
- Work direct with the store manager to develop departmental schedule.
- Organize meetings with store manager for staff as needed.
- Ensure staff is informed of storewide sales, promotions, meetings and policy changes.

## **Merchandising**

- Research and stay up to date on trending products within the industry
- Ensure items are properly merchandised with appropriate signage and/or pricing tags
- Visit other stores for price comparisons, ideas for displays and products.
- Ensure attractive, readable signs and promotional materials with accurate prices are displayed.
- Attend meetings as requested to plan promotions and merchandising.

## **OTHER RESPONSIBILITIES**

- Participate in setting sales, margins and labor goals for the retail department. Review financial reports of departments' performance and take corrective action as needed.
- Attend management team meetings and storewide meetings.
- Perform other tasks assigned by Store Manager.
- Perform Manager on Duty shifts as assigned.

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- Assist customers in all departments, in prompt friendly courteous manner, referring them to other staff when necessary.
- Arrives to work on time, appropriately groomed and dressed and ready to work; works all scheduled shifts and dresses according to company policy
- Answer & route phone calls to their necessary departments.

## **DIRECT SUPERVISION OF OTHERS**

Primary responsibilities: training, performance evaluations and addressing disciplinary issues with Employees.

## **QUALIFICATION STANDARDS**

- Understanding of plants, soils and other garden center products
- At least 2 years supervisory experience- hiring, evaluating, and initiating/documenting disciplinary procedures with employees.
- Strong customer service background.
- Computer skills: spreadsheet, word processing and internet. Ability to use QuickBooks , or other similar software. Ability to read department financial reports.
- Regular, predictable attendance
- Willingness and ability to learn and grow to meet the changing requirements of the job
- Well organized and pays attention to detail
- Easy to communicate with, leads by example and gives clear direction

## **POSITION REQUIREMENTS**

### **Physical**

- Must be able to lift 50 pounds
- Standing / walking 6-8 hours a day
- Movement requirements may include bending, twisting, squatting and reaching
- Ability to work a flexible schedule including early mornings, weekends and holidays as needed
- Use of ladders

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- Ability to use tools and equipment such as hoses, box cutters, pruners and other hand tools

## **Mental and Psychological Demands**

- Ability to work in a high paced atmosphere
- Ability to work outdoors in Summer and Winter climates

**Comprehension:** Understands and retains directions.

· **Reading/Writing:** Ability to read, write, analyze, interpret, and understand instructions for daily operations, company handbooks, policies and procedures, other written job-related documents including company postings. Ability to compose and write reports, business correspondence, procedure manuals, including effective departmental memos, disciplinary notes/documents etc...

· **Speaking:** Communicate effectively with co-workers and customers.

· **Decision Making:** Use basic problem-solving techniques. Make independent judgments and decisions based on data/circumstances. Work autonomously and with others.

· **Attention to Task/Detail:** Critical Thinking Skills Organize tasks and set priorities.

· **Multi-Tasking:** Perform and /or direct multiple tasks simultaneously.

## **Interaction with Others**

· **Customer Service:** Ability to interact with the public in a positive and friendly manner.

· **Co-workers:** Work cooperatively and positively with co-workers.

· **General:** Maintain composure under all circumstances. Give training or instructions. Ability to give clear directions. Direct or supervise others.

· **Communication:** Excellent interpersonal communication skills. Ability to give clear direction. Ability to speak to large groups of people at department meetings.

Job Type: Full-time

## **Benefits:**

Employee Discounts

Competitive healthcare package available after 6 months of service.

401K retirement opportunity with company match to 4%, available after 1 year of service.