



Northeast Nursery, Inc.

Supplying Fine Plant Material & Landscape Supplies

6 Dearborn Road · Peabody, MA 01960-1316
Telephone (978) 535-6551 · Fax (978) 854-4447
hr@northeastnursery.com

February 7, 2011

Job Title: Nursery Yard Support Team Member

Department: Nursery Yard

Function: Supporting functions throughout the nursery yard. Maintaining the healthiness of the product, keeping the nursery yard clean and safe and assisting customers as needed.

Duties and Responsibilities:

1. Keep the nursery yard clean.
2. Know your plants. Learn the names of plants contained in the nursery yard. Be able to locate them and recognize them on sight.
3. Promote safety on a personal level and in the workplace by sharing safe practices with others.
4. Assist the Holding Area Operators in placing cancelled orders back in the nursery yard with plants going to their proper locations. Only carry out this action when told to do so by a member of management.
5. Assist in loading trucks, whether they are a customer's truck during pick-up or a company truck for a delivery.
6. Keep the wholesale nursery yard manager up to date on the condition of equipment.
7. Follow all instructions from your manager or supervisor.
8. Do not use company equipment unless authorized by a manager.
9. Keep the nursery yard organized. Every plant has its place, get it there and keep it there.
10. Help in maintaining correct tagging (thus pricing) of all nursery stock. Report all discrepancies to a manager immediately.
11. Be courteous, brief and professional in all radio communications.
12. Assist in receiving of material from deliveries. The wholesale nursery yard worker should be the best resource for insuring plants reaches their proper destination during receiving operations.
13. Keep an eye out for plant material that is below Northeast Nursery standards for quality. Contact the Nursery Manager. It may be as simple as some hand watering, but these plants need attention.
14. At times you will be approached by customers. Be polite and courteous. If you are able to help them, then by all means take care of their needs. If you can not help them, then quickly find someone who can.

Qualifications:

1. Assist customers in a timely, courteous and professional manner.
2. Be punctual and arrive for work in the proper uniform.
3. Be able to work outdoors in any weather.
4. Be able to lift and move at least 50 lbs.
5. Take direction from management and complete tasks unsupervised.
6. Demonstrate dependability, initiative and productivity.

7. Show familiarity and compliance of all policies listed in employee manuals.
8. Communicate well with others.
9. Work well with others in other aspects of nursery operation.
10. Operate machinery and equipment according to company policy.

Contact Person: Nursery Manager

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.