



Northeast Nursery, Inc.

Supplying Fine Plant Material & Landscape Supplies

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Job Title: Stone Yard Support Team Member

Department: Hardgoods

Function: Supporting functions throughout the stone yard. Maintaining a clean appearance in the stone yard while assisting customers with merchandise in that department.

Duties and Responsibilities:

1. Keep the stone yard clean.
2. Learn the different bagged and bulk goods as well as all the stone products and 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 in loading trucks, whether they are a customer's truck during pick-up or a company truck for a delivery.
5. Keep the stone yard manager up to date on the condition of equipment.
6. Follow all instructions from your manager or supervisor.
7. Do not use company equipment unless authorized by a manager.
8. Keep the stone yard organized.
9. Help in maintaining correct tagging (thus pricing) of all products. Report all discrepancies to a manager immediately.
10. Be courteous, brief and professional in all radio communications.
11. Assist in receiving of material from deliveries.
12. 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: Hardgoods 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.