

## Job Posting: Garden Center Interim Assistant Manager

Allandale Farm is a vegetable farm and plant nursery on the border of Jamaica Plain and Brookline. We are currently looking for a hardworking, friendly, knowledgeable Interim Assistant Manager with demonstrated horticultural and retail leadership experience to join our Garden Center team. This position is full time, March through August/September. All applicants must be able to work at least one weekend day and some holidays during the open season.



### Responsibilities:

- Assist in managing all daily retail operations including: Garden Center (GC) Crew supervision; communicating with store team to ensure timely, accurate information sharing and ringing accuracy
- Lead GC Crew efficiently through projects such as plant maintenance, restocking, display work
- Provide and model excellent customer service to ensure a positive shopping experience
- Oversee receiving and processing of plant and hardgood deliveries from outside vendors, including accurately checking in all orders, back office data entry, label creation/tagging, and timely move to retail
- Collaborate with Greenhouse Production team to ensure timely movement of our own plants from production to retail
- Create and maintain fresh, appealing and rotating displays of plants and products that are regularly updated, including pricing and informational signage
- Understand POS system as necessary to maintain smooth operations (e.g. entering and updating product details; assisting with front of house register oversight)
- Support and assist GC team in trainings related to products, plants and customer service
- Availability to assist with buying responsibilities on as needed basis
- Contribute actively to the culture of teamwork and collaboration through participation in team meetings, events, staff recognitions, etc.
- Reports to Garden Center Assistant Manager

### Requirements:

- 2- 3 years of proven horticultural experience
- Retail supervisory experience, ideally in the horticultural industry
- Professional gardening/landscaping experience helpful
- Ability to work outside in all weather conditions and able to lift 50lbs
- Proficient in Google Workspace and Excel; POS and Retail Management Software experience helpful
- Commitment to workplace equity and inclusion measures
- Adherence to environmentally sustainable workplace practices
- COVID-19 vaccinations and booster required for employment
- 40+ hours per week March-late August/September

### Compensation:

- Wage \$22-\$26 commensurate with experience
- Other benefits include store discount (25%), Farmbucks allotment for Allandale Farm veggies and a sustainable transportation bonus.

**Please send resume and cover letter outlining your relevant experience to:**

[lily@allandalefarm.com](mailto:lily@allandalefarm.com)