

# Potting Shop Manager

## Who We Are

Established in 1978, Lang's Garden is a rapidly growing, customer centric garden and landscape design center located in Linwood, NJ. Living by our core values of exceeding expectations, offering the best quality, empowering our team to think like owners, promoting team member growth, and caring about our community, we have become the premium garden and landscape center in South Jersey.

## The Potting Shop: What is it?

The Potting Shop is Lang's Garden's full service potting division. The potting shop manages the sale, scope, design, and installation of planted pots for customers that are executed on the premises of Lang's Garden.

\*Lang's Nursery Services team will conduct planter installations on-site. These services can be on a recurring basis; which is preferred as an upsell, or on a one-time basis. The potting shop manager will collaborate with the Nursery Services Manager to organize on-site planter installations.

## Job Description:

The Potting Shop Manager will be a member of the Management Team, and directly report to the Director of Nursery Operations. This is a full time position from March 1st - December 24th. This role will manage the day-to-day activities of the potting shop, and focus on helping define and build processes around our already robust residential business with a new focus on building a best-in-class repeatable commercial program.

The Potting Shop Manager will be responsible for continuing and building on the wonderful reputation of Lang's Garden. The Potting Shop manager is a customer-facing and highly collaborative role, and will require excellent organizational and communication skills.

# Potting Shop Manager

## Responsibilities:

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- Manage the cleanliness, productive set-up, and stock of the potting shop
- Manage inventory of plants and pots to meet current and anticipated demand season to season i.e. hibiscus color preference, Standard Robbilini, etc)
- Daily management of the potting shop workbook, which is viewed remotely by leadership and used in the field by the design team to understand design requirements (Communication with existing customers to schedule their seasonal plantings
- Communicate our storage and potting shop services and process to current customers, new customers and employees
- Daily - Capturing all charges incurred. Working with the Nursery Services manager to understand costs of delivery and placement
- Daily - Ensure photos are captured and stored at all phases in the customer file on Google Drive; including the store services manager or delivery team is capturing location photos as well.
- Active learning of new design trends, understanding of what works best in our area, and developing and documenting repeatable best practices
- Manage people associated with the potting shop

## What would make you qualified?

- Deep interest in plants
- Experience in garden centers would be preferred for management
- Self starter who likes to learn and improve systems
- Interest in architecture, plant design, home decor, and the beautification of spaces
- Previous retail experience or direct garden center experience

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**Job Type:** Full-time

**Salary:** \$22.00 - \$25.00 per hour

**Benefits:**

- 401(k)
- 401(k) matching
- Flexible schedule
- Referral program
- Retirement plan
- Bonus

Supplemental pay types:

- Bonus pay

Ability to commute/relocate:

- Linwood, NJ 08221: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Management: 5+ years
- Design