

# Job Title: Merchandiser



**Position Type:** Part-Time Seasonal, Hourly/Non-exempt

**Reports To:** Territory Manager  
**Supervises:** None

**General Job Description:** This Position is part-time, seasonal (predominantly spring to mid-summer months), involves varied shifts and varied work days, including weekends and holidays. A merchandiser for ANS will move a considerable amount of plants and shrubs (some occasionally bulky and heavy) to various locations within a Retail store for the purpose of stocking and organizing such product to display standards within twenty-four (24) hours of its arrival; keeping all racks neat and appropriately arranged; straightening tables daily and monitoring end cap displays to keep full; preparing for and replenishing weekend sales; and communicating all stocking and merchandising concerns to Territory Manager.

## Essential Functions:

### Merchandising

- Unload nursery stock from racks and/or pallets to be readied for display.
- Stock and re-stock all available assigned nursery stock to maintain appropriate merchandise for display according to most recent planogram.
- Assist with development of planograms and recommend planogram layouts to supervisor.
- Construct, organize, and relocate plant table layouts using blocks and boards as provided.
- Maintain presentable nursery product and displays according to most current planograms, including detailing and fronting product to proper selling position.
- Maintain proper signage on all display nursery stock as directed.
- Inventory all houseplants, trees, shrubs and other nursery stock as assigned.
- Maintain presentable nursery stock displays per retailer standards.
- Return all misplaced plants to proper planogram location.
- Provide emergency watering as assigned.
- Maintain safe aisles and public walkways free of obstructions and hazards.
- Maintain clean work environment with use of broom and garden hose as needed.

### Reporting

- Report overstocked products, damaged or unusable nursery stock, watering needs and planogram status to appropriate supervisor.
- Complete culling reports as directed.
- Complete and fax written merchandise reports and timesheets as directed in a timely manner.
- Record all hours worked telephonically using telephone at retail establishment.

### Knowledge, Skills, and Abilities Required:

- Able to distinguish plants, shrubs and trees to be merchandised using product labels
- Able to receive telephonic merchandising instructions and work schedules.
- Able to report to multiple work sites during a single shift as needed.
- Able to work varied shifts and varied work days, including weekends and holidays as operational needs dictate.
- Able to communicate and follow verbal and written instructions.
- Able to maintain a courteous and professional demeanor at all times.
- Able to work well with others including co-workers, retail establishment employees and administration, as well as members of the public.
- Able to travel to multiple work locations and provide proof of automobile insurance.

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**Supervisory Responsibilities:** None

**Supervision:**

Must accomplish tasks well with general supervision: satisfactorily perform routine duties with minimal supervision; employee to accomplish routine assignments without supervision following standard practices or procedures; occasional work is checked while in progress; work is reviewed upon completion.

**Other Duties and Responsibilities:**

Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources. Participate in workplace improvement and safety standards review.

**Education and Experience:**

No prior work experience or training necessary. High School diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience preferred.

**Certificates, Licenses, Registrations:** None

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals written in English. Ability to write routine reports and correspondence in English. Ability to speak effectively to groups of customers or employees of organization in English.

**Mathematical Skills:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Operations:** None

**Planning/Organization:**

Handle multiple tasks simultaneously.

**Physical Activity Level:** Extensive physical activity performing strenuous daily activities. (See next page for a complete description of the physical demands required.)

**Manual Dexterity:**

Manual dexterity sufficient to reach/handle items, works with the fingers, and perceive attributes of objects and materials.

**Vision:**

Color vision (ability to identify and distinguish colors)

**Work Environment:**

Works in outdoor weather conditions on a daily basis.

**Work Schedule/Hours:**

Regular – Varied shifts and work days. Must work weekends and holidays as assigned. Hours of work will vary generally from 4 hours to 8 hours per day depending on seasonal necessity.

Other – Overtime work is rarely required and must always be authorized by a supervisor in advance.

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**Travel:**

Multiple work locations within 50 miles, with occasional travel to multiple locations in single work day. No overnight travel. (Employee must be able to arrange his/her own transportation)

**Physical Environmental Demands:**

Physical Requirements Daily requirements for each of the following physical characteristics of the position are noted by a corresponding mark in the appropriate box to the right.	Intermittent	Less than 1 hour	Occasional 1 - 3 hours	Frequently 3 – 6 hours	Continuous 6+ hours
Sit		X			
Stand					X
Walk (even surface)					X
Walk (uneven surface)		X			
Balance					X
Bend, crouch and stoop					X
Lift and carry: 1- 10 lbs					X
11 – 20 lbs				X	
21 – 45 lbs		X			
46 – 75 lbs with assistance		X			
Push and pull: 1- 10 lbs					X
11 – 25 lbs				X	
26 – 45 lbs		X			
46 – 75 lbs		X			
76 – 100 lbs		X			
Kneel and crawl	X				
Climb stairs			X		
Climb ladder		X			
Reach above shoulder				X	
Use of arms					X
Use of wrist					X
Use of hands (grasping)					X
Use of hands (squeezing)					X
Operate foot control		X			