

Position Title	Department	Reports to
Retail Department Manager	Garden Center	Paul Smucker
Employment Status	FLSA Status	Effective Date
Full-Time	Non-Exempt	June 2025

POSITION SUMMARY

The Retail Department Manager is responsible for overseeing the retail department by ordering and managing inventory, creating displays, managing retail department staff and providing customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited

- Oversee Retail building area by completing the following
- Design and document shelf layouts
- Coordinate display space in the retail building for other departments
- Design seasonal retail and home décor displays
- Plan, document, and execute retail and home décor seasonal stock changes
- Maintain an organized storage room
- Manage retail department inventory using provided software
- Receive retail department inventory into provided software
- Oversee the entering, pricing, tagging of inventory using provided software
- Oversee physical count of retail department inventory
- Order retail department inventory **see attached list*
- Keep shelves stocked with retail department products following shelf layout
- Oversee, schedule and train retail department staff
- Answer customer service-related questions and assist in directing customers to the correct department and/or staff member
- Oversee cleaning off the front porch area
- Responsible to plan social media marketing for retail department and participate in filming videos
- Attend weekly managers meetings
- Work with other managers to lead the Smucker Gardens team
- Performing other seasonal duties as assigned
- 40hrs per week, up to 50hrs per week during April-May
- Arrival time: 7:50am, morning huddle at 8:05am (event day arrival time: 7:00am)

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- 2 years Management experience
- Basic computer skills; proficient in Google Drive software including Gmail, Calendar, Docs, Sheets
- Preferred knowledge of the green and retail industries
- Creativity skills
- Able to lead with vision
- Communication skills
- Time Management skills
- Customer service skills

*Retail Department Inventory includes *as of June 2025*

- Gardening Supplies
 - Birding supplies
 - Fairy garden
 - Flags
 - Gloves
 - Garden décor
 - Garden supply
 - Houseplant care
 - Kids gardening
 - Mats
 - Soil
 - Soil toppers
 - Plant supports
 - Gardening tools
 - Watering
- Home Décor & Gifts
 - Accessories
 - Body care: lip balm, lotions, soaps,
 - Books
 - Clothing
 - Gift wrap
 - Home décor
 - Housewares
 - Stationary
- Seasonal Décor
 - Christmas
 - Winter
 - Valentines
 - Spring
 - Easter
 - Summer
 - Patriotic
 - Autumn
- Pots
 - Baskets
 - Ceramics
 - Clay
 - Grower pots
 - Holiday
 - Macrame
 - Picks
 - Plastic
 - Pottery
 - Saucers
 - Terrariums
 - Tins
 - Vases
 - Wood

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

SIGNATURES