



Title: Nursery Sales and Production Associate

Reports To: Plant and Food Production Manager

Job Summary: Assist customers throughout the buying process and assist with all aspects of native plant production.

Overview

Unity's Nursery Sales and Production Associate position is an excellent opportunity for a professional to join a growing, fast-paced company. We are seeking a motivated professional who is comfortable in a customer service role and who has an extensive knowledge of plant material and plant care techniques.

Unity Church Hill Nursery (UCHN) is a full-service garden center offering a wide variety of high-quality plant material including trees, shrubs, perennials, and plugs, with a focus on native plant material. Our sister company, Unity Landscape Design Build (ULDB) is a full-service landscape design and installation company. Unity is located between the towns of Chestertown and Centreville, on the beautiful Eastern Shore of Maryland.

Core Responsibilities

- Provide excellent customer service by acknowledging the customer, identifying customer needs, assisting with purchasing decisions, and locating merchandise.
- Market and promote nursery products and services.
- Maintain a safe shopping environment.
- Continuously update knowledge of company products, services, and policies.
- Regular use of Unity's point of sale software program.
- Maintain, water, and organize nursery grounds. This includes a daily walk-thru of the retail nursery area to maintain plant material in the best condition possible via watering, pruning, removing dead foliage, and relocating if needed to optimal light conditions.
- Ensure retail areas are clean, organized, and captivating.
- Ensure all products have current pricing with clean, legible tags.
- Resolve customer issues and concerns.
- Load/unload and move plant material.
- Pull and tag plants for wholesale customers including ULDB jobs.
- Weed, fertilize, and prune plant material.
- Sow, thin, transplant, pot up and move plants.

- Maintain appropriate growing environments for all greenhouses including heating, cooling, and ventilation.
- Monitor field nursery areas and greenhouses for pest and disease management and practice sustainable pest management when needed.
- Participate in nursery business meetings.
- Daily communication with Plant and Food Production Manager to ensure that goals are being met and to discuss/troubleshoot issues.
- Complete trainings as required to provide the essential functions of the position.
- Perform other necessary duties as assigned.

Skills, Qualifications and Competencies

- Extensive knowledge of plant material, plant care techniques, insect and disease identification, and troubleshooting.
- Customer service/sales experience required.
- Plant production/greenhouse/horticultural experience preferred.
- Exceptional verbal and written communication skills.
- High attention to detail and strong ability to multi-task.
- Ability to work independently and as a member of a team.
- Ability to maintain professional decorum and confidentiality.
- Ability to stand and walk for extended periods of time.
- Ability to work outdoors in all types of weather.

Education

- High school diploma or relevant qualification.

Compensation, Benefits, and Schedule

- \$18.00 to \$22.00 hourly - commensurate with experience.
- This is a full-time (Tuesday-Saturday) year-round position.
- Benefits include paid vacation, health insurance, and IRA retirement plan.