Home Nursery Job Description

Revised 2-15-20

**Department:**

**Inventory – Tennessee Farm**

**Job Title:**

Inventory, Quality Control, and Shipping Supervisor

**Organizational Relationship:**

Reports to the Farm Manager and in his absence the Albers Inventory Manager

**Major Goals and Responsibilities:**

The goal of this position is move saleable and near saleable crops to Albers Farm for further distribution.

This position is responsible for:  
-maintaining accurate inventory of all crops in all bin locations for all warehouses  
-analyzing crops for readiness  
-directing and overseeing the pulling, loading, and transport of these crops to the Albers farm, and to do all this at the direction of and in full communication with the Albers farm inventory staff  
-This position will work in conjunction with the Farm Manager to train and oversee assigned staff, directing them in specific, daily tasks, in order to achieve these goals.

**Prerequisites:**

* 2 year horticulture degree or equivalent work experience
* Plant identification
* Knowledge of plant growth habits and cultures
* Organizational and math skills
* Detail oriented
* Computer skills
* Self-motivated
* Enjoys working outdoors
* Good problem-solving skills

**People Managed:**

* Pulling and loading crews

**Primary People Contacts:**

* Farm Manager
* Pullers and Loaders
* Albers Inventory and Quality Control Manager
* Albers Inventory and Quality Control Technician
* Albers Shipping Manager
* Truck drivers

**Specific Responsibilities:**

* Monitor the quality of all plant material on the farm by communicating with the Farm Manager and through personal observation
* Work with Farm Manager to maintain quality and ensure timeliness of all crops.
* Determine readiness of all crops in accordance with Home Nursery standards and American Nursery Standards
* Meet with Albers Inventory Manager regularly to discuss inventory changes, needed changes and transfer of crops to the Albers farm
* Work with the Albers Shipping Manager in the scheduling of Trucks for transfers to the Albers farm
* Communicate to Albers Inventory staff all inventory changes due to transfers, physical counts, dumps, or any other issues.
* Train, supervise and motivate employees under direct and indirect supervision to sustain high quality plant material and cost-effective performance
* Oversee all cycle counts and an end of the year Physical Counts of the entire farm
* Treat all tools and equipment with care
* Perform all work in a safe and efficient manner
* Report all safety hazards to the Farm Manager
* Observe, follow and enforce Home Nursery Inc policies
* Participate as a conscientious team member of Home Nursery Inc.

**Toughest Parts of the Job:**

* Keeping up with quality checks on ever changing plant material in the spring
* Changing needs from Albers farm that affect the daily work schedule
* Completing all inventory work and Transfers by established deadlines
* Working in inclement weather

**Performance Feedback:**

* Annual evaluation with formal/informal meetings on an as needed basis