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D41. FINE GARDENING ASSISTANT

1. **Position description:** The Fine Gardening (Garden Detail) Assistant is a basic laborer with minimal or no fine gardening experience. However, he or she desires to learn to perform all aspects of fine gardening to include: procurement of plants, planning work, plant layout, installing annuals and perennials, deadheading plants, scheduling, upselling customers, customer service, training, etc. The Fine Gardening Assistant must have a positive, “can-do” attitude, be an eager learner, be conscious of safety requirements, work effectively as a team member, dress appropriately, be punctual, and follow all instructions given by the Fine Gardening Crew Leader.
2. **Reports to:** The Fine Gardening Assistant reports directly to the Fine Gardening Crew Leader.
3. **Skill set and educational requirements:** The Fine Gardening Assistant must possess the following skill set and educational background:
 - A. No previous landscape experience needed.
 - B. Minimum of a high school diploma or GED recommended.
 - C. Possess a clean driver’s license and must be insurable on company’s insurance policy. (preferable)
 - D. Have a clean criminal record.
 - E. Legal documentation to verify employment eligibility.
 - F. Physically able to handle the work load of a Fine Gardening Crew Leader or Assistant.
 - G. Have full range of mobility in upper and lower body.
 - H. Able to lift 35 pounds without assistance.
 - I. Have reliable transportation.
4. **Responsibilities:**
 - A. Follows all instructions given by the Fine Gardening Crew Leader.
 - B. Thoroughly understands and complies with company policy and safety manual.
 - C. Reports any/all unsafe conditions or accidents.
 - D. Properly and safely operates equipment.
 - E. Works in a safe manner and reports any/all unsafe conditions to foreman and/or supervisors.
 - F. Reports to work on time.
 - G. Is a willing learner who seeks to master the basic skills of fine gardening.
 - H. Reports to work in a clean, appropriate uniform and wearing the appropriate boots.
 - I. Able to communicate with supervisor in a timely and thorough manner.
 - J. Completes assigned tasks efficiently, thoroughly, and per company production rates.
 - K. Able to use basic tools safely and properly: shovel, grading rake, spade, grub hoe, wheelbarrow, etc.

L. Is certified in CPR and First Aid. (preferable)

M. Continuing education requirement: minimum of 10 hours per year.

5. **Salary, bonus, and/or commissions:** Commensurate with experience (\$8.00 to \$12.00 per hour).

6. **Appraisal criteria:** The primary appraisal criteria for the Fine Gardening Assistant is to show up on time in the proper clean uniform, work hard, and within 90 days learn the skills necessary to properly and safely operate all hand tools and to meet company production rates.

7. **Success factors:**

A. Works hard.

B. Listens to all instructions given him or her by the Fine Gardening Crew Leader.

C. Punctual.

D. Eager to learn.

E. Pays attention to detail.

8. **The hidden job description:**

B. What personal qualities are necessary for this job?

(1) Positive outlook and disposition.

(2) Punctual.

(3) Enjoys working outdoors.

(4) Enjoys hard physical work.

(5) Consistent behavior.

(6) Strong work ethic.

(7) Polite.

(8) Self-starter.

(9) Inquisitive and eager learner.

(10) Steady and consistent.

C. What type of behavior will suit this job?

(1) Energetic.

(2) Goal oriented.

(3) Action oriented.

(4) Multi-tasker.

9. **Individual profile:**

A. A self-starter.

B. Action- and results-oriented.

C. Excels at being part of a team.

D. Excels at following instructions.

E. A multi-tasker.

F. Pays attention to detail.

10. **Professional attitude:**

A. Customer-service oriented.

- B. Enjoys being coached and part of a team of professionals.
- C. Displays a positive, “can-do” demeanor.
- D. Encourages, assists and supports fellow crew members.
- E. Requires minimal supervision.
- F. Desires to grow professionally and seeks to improve personal skill set.
- G. Seeks out other professionals from whom to learn.
- H. Is punctual and energetic.
- I. Accepts and appreciates correctional input/feedback from fellow crew members.
- J. Maintains high professional standards for neatness, discipline, self-control, and organization.
- K. Is not moody, belligerent, narcissistic, a loner, vindictive, mean-spirited, etc.

11. Potential career path for next four positions:

- A. Fine Gardening Crew Leader.
- B. Account Manager.
- C. Area Manager
- D. Operations Manager