



## Home Nursery Job Description

Revised 3-17-2021

**Department:** O'Fallon Distribution Center (ODC)  
9040 Hwy Dd  
O'Fallon, Missouri 63368

**Job Title:** Distribution Center Skilled Laborer

**Organizational Relationship:** Reports to the ODC Manager and in his absence reports to ODC Assistant Manager

**Major Goals and Responsibilities:**

To service customers in the selection and loading of all purchases  
To unload all deliveries of stock in a timely fashion  
To care for all plant material and maintain it in saleable condition  
To present a proper and professional image to customers

**Prerequisites:**

High School education or equivalent work experience  
Plant knowledge and identification  
Experienced operating Bobcat loaders or similar equipment

**People Managed:**

Laborers and seasonal workers under the direction of the ODC Manager

**Primary People Contacts:**

Customers  
Co-workers  
Manager

**Specific Responsibilities:**

- To assist customers in the selection and loading of material and doing so in a timely fashion
- To keep accurate counts of material being loaded for invoicing purposes
- To present a positive and professional image to the O'Fallon Distribution Center customer through proper dress\*, appearance, attitude and language
- To unload deliveries of plant material from Home Nursery in an orderly and timely manner and to check those deliveries for quantity and quality
- To assist in the receiving of purchased plants as directed by the Manager (i.e. counting plants, leading crew, etc.)



- To assist the Manager in the training of Laborers in the proper performance of their job
- To maintain the cultural integrity and salability of plant material through proper and timely weeding, spacing, fertilizing, shading, trimming, potting, shifting, re-burlapping, watering, heeling and winterizing, all at the direction of the ODC Manager
- Tag all purchased plants upon arrival
- To operate all equipment in a safe manner
- To maintain the sales lot appearance making it clean and free of trash and other debris including weeds
- To help pull and load orders for delivery
- To assure accurate counts being loaded for deliveries
- Help make repairs on irrigation lines when necessary
- Any other activities deemed necessary by the Manager in the regular function of the O'Fallon Distribution Center

**\*Dress Code:**

- Boots must be in good repair and cover the ankle
- Clean pants with no holes
- Shorts are acceptable during the summer months (if of reasonable length)

**Toughest Parts of the Job:**

- Dealing with an influx of customers and/or deliveries
- Working in inclement weather
- Starting, stopping, and restarting projects
- Training Laborers in the proper performance of their job

**Performance Feedback:**

- Annual evaluations
- Informal reviews conducted daily/weekly