



## Position Description

<b>Position Title:</b>	Horticulture Apprentice
<b>Business Group:</b>	ASQ Garden and Landscape Pty Ltd
<b>Reports to:</b>	Site Manager
<b>Department:</b>	Nursery
<b>Classification:</b>	General Retail Industry Award

### COMPANY OVERVIEW

ASQ Garden & Landscape is a locally owned and operated business supplying a large range of landscaping and horticultural needs for the novice gardener through to the professional landscaper.

Operating three unique sites across Central Victoria, our landscape supply yards, and garden nurseries located in Bendigo, Castlemaine and Maryborough are presented and maintained to the highest industry standard. Our sites are operated by professional, qualified staff who deliver expert advice, knowledge and services to our retail and trade customers.

### POSITION SUMMARY

The Horticulture Apprentice role is a three-year apprenticeship working across all ASQ Garden & Landscape sites, being exposed to all aspects of the nursery and learning the safe and efficient daily operation of the nursery.

### KEY RESPONSIBILITIES

#### 1. Ensure compliance with ASQ's Document Management System [Workplace Health, Safety and Environment (WHSE) & Operational]

The Apprentice is responsible for complying with all ASQ Policies and procedures according to our Operational and WHSE Management Systems.

Responsibilities include, but are not limited to:

- Adhering to ASQ policies and procedures
- Compliance with the ASQ WHSE Management System
- Adhering to the Guidelines for Nursery and Giftwares
- Attending prestart meetings where required
- Attending toolbox talks where required

#### 2. Daily Operation of the site

The Horticulture Apprentice is responsible for the safe and efficient daily operation of the site and providing a high level of customer service.

Responsibilities include, but are not limited to:

- Providing a high level of customer service and the correct and appropriate advice is given to the best of their ability.
- Assisting in the daily operation of the site according to standard procedures/tasks, such as, sales/laybys, adding/editing customers, adding/editing gift cards, customer deliveries/truck scheduler.



- Ensuring daily tasks are completed as directed by the Supervisor.
- Ensuring products and display areas are maintained to a high standard and in optimal condition.
- Implement directives from the Site Manager including the daily operation, creating a sales-oriented environment (on selling and impulse buying) and maintaining site presentation/appearance as per the standards set in the Visual Merchandising Manual.
- Maintain a clean and orderly workplace.
- Attend pre-start and toolbox meetings as required.

#### **KEY SELECTION CRITERIA**

1. Previous retail experience is advantageous
2. Punctuality and reliability
3. Flexible approach and ability to work varying rostered shifts including weekends and public holidays as required
4. The ability to perform a variety of tasks and follow instructions
5. An awareness of health and safety

#### **Education, Certification and Licences required:**

6. Valid driver's license (preferably manual)
7. Undertaking or commitment to complete study requirements to obtain Horticulture qualification with relevant education provider

#### **Personal Skills required:**

8. A passion for horticulture
9. Fit for work, according to the position, in all kinds of weather conditions
10. The ability to work as part of team
11. Pride in your work
12. Well-developed communication skills

#### **KEY CONTACTS**

- Garden & Landscape Site Managers
- Garden & Landscape Site Supervisors
- Garden & Landscape workers
- Customers
- Suppliers
- Other ASQ management and workers

*We acknowledge this information adequately describes the role, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate.*