

## Job Specification

**Job Title :** Plant Area Assistant Manager

**Location :** Coolings, The Gardener's Garden Centre  
Rushmore Hill, Knockholt, Kent TN14 7NN

**Type :** Permanent, Full Time

**Days :** A minimum of 40 hours per week, working a 10 day fortnight.  
4 midweek days and alternate weekends.

**Hours:** Typically working 8:00 am – 4:30 pm or 8:00 am - 5:00 pm (some extra hours required during peak trading)

**Salary :** From £28k per annum, depending upon experience

**Experience Required:** Industry experience in horticulture or equivalent qualifications

**Coolings Garden Centre** near Sevenoaks, Kent has a reputation for both growing outstanding plants and offering excellent customer service. We pride ourselves on the range and quality of the plants we sell, many of which are produced on our on-site nursery.

We are looking for an experienced and enthusiastic person to work with our Plant Area Manager and help lead and develop our plant area team. You will be expected to drive sales through a 'hands-on' approach in maintaining a visually appealing and customer focussed plant area. You should be motivated and share this drive in helping to develop the current sales team.

Holding an RHS Level 2 Diploma in Horticulture, or equivalent qualification would be an advantage or as a minimum, have a good knowledge of plants. You should be polite with excellent customer service skills, and have an eye for detail. Some heavy lifting will be involved so you must be physically fit. The role offers a unique opportunity to develop your career within one of the largest and most highly regarded plant sales areas in the UK. We are regularly in the top 10 garden centres in the country for our plant area and overall garden centre creating a great employment opportunity.

### Duties will include:

- Lead the team in delivering an excellent standard of merchandising to ensure the plant area looks its best at all times
- Ensure that stock is cared for and maintained appropriately
- Be responsible for the pots and stoneware collection
- Generating sales opportunities through interaction with customers
- Controlling wastage, damage and returns
- Ensure personal compliance with Coolings H&S guidelines

**Coolings Nurseries**  
Rushmore Hill, Knockholt,  
Sevenoaks, Kent,  
TN14 7NN  
Tel: 01959 532269  
Email: [coolings@coolings.co.uk](mailto:coolings@coolings.co.uk)  
Web: [www.coolings.co.uk](http://www.coolings.co.uk)

**Key Skills required for the role:**

- A thorough knowledge of plants and gardening
- Enjoy working as part of a team and be inspirational to colleagues
- Ability to provide high levels of customer service, being customer service focussed at all times
- Active and physically fit

Own transport arrangements to and from work are essential as public transport to Coolings is not reliable.

If this role appeals to you and you are interested in joining the team at Coolings, please apply with a copy of your cv to:

Jerome Kalan  
Head of People & Culture  
Coolings The Gardener's Garden Centre,  
Rushmore Hill, Knockholt, Kent TN14 7NN  
Tel: 01959 532269  
Email: [workforus@coolings.co.uk](mailto:workforus@coolings.co.uk)

**Closing Date : Thursday 09 May 2024**