



JOB DESCRIPTION

PERENNIAL MANAGER

BASIC JOB DESCRIPTION

Rick's Garden Center is looking for a Perennial Manager. Rick's Garden Center is located at the base of Pikes Peak and has served the Westside of Colorado Springs and beyond since 1948. The Perennial Manager will be responsible for the growth and development of the Perennial program. Rick's is known for carrying a wide array of perennials that do well in the Rocky Mountain Region, including native and native cultivar plants. This position will oversee ordering plants, plant maintenance, management of staff, displays and signage. The Perennial Manager will be a year round staff member as well; cross collaborating often with various managers and teams on large scale projects or seasonal duties. A knowledgeable and collaborative mindset is sought for this position, as it is imperative when working with retail customers, landscapers, vendors and co-workers. All who are interested and qualified are encouraged to apply.

DUTIES

1. Manage staff
 - a. Hiring
 - b. Training techniques of plant care
 - c. Teaching plant knowledge
 - d. Task management
 - e. Continual feedback
 - f. Promoting and releasing staff
 - g. Staff
 - i. 2-3 staff
2. Ordering
 - a. Tracking current stock
 - i. Understanding trends, bloom times, seasonality
 - b. Coordinate with Grow Manager on greenhouse stock timelines and inventory
 - c. Managing and nurturing relationships with local vendors
 - d. Managing and nurturing relationships with local landscapers and gardeners
 - e. Coordinating with Nursery Manager on confirmed orders through larger vendors
 - f. Create purchase orders, receive stock in POS (Point of Sale)
 - g. Regularly check customer request book to guide ordering numbers/ trends
3. Unloading and Management of physical stock
 - a. Coordinating with staff from various teams on unloading processes

PLANTS

KNOWLEDGE

PASSION



- b. Transferring stock with the aid of a Bobcat and other vehicles
- c. Organizing, pricing and displaying stock on racks as soon as possible to reach customers
- d. Plant maintenance

- i. Watering
- ii. Fertilizing
- iii. Trimming/ deadheading
- iv. Pest/ disease control

4. Display plant material

- a. Seasonal and circulating informative displays
- b. Prepping displays for weekend rushes
- c. Creative eye for bright and customer attractive displays

5. Signage

- a. Informative and visually appealing signs
 - i. General displays and individual plants
 - ii. Accurate and region specific information
- b. Attention to detail in design and grammatical elements
- c. Creating and retaining relationships with printing vendors

6. Collaborative mindset

- a. Works well with public and fellow team members
- b. Thinks outside of the box on solutions
- c. Takes initiative
- d. Takes feedback from other managers
- e. Communicates with others consistently and clearly
- f. Willing to jump in on tasks outside of assigned department
- g. Able to multitask and direct multiple staff.
- h. Reliable

MINIMUM QUALIFICATIONS

- Valid Driver's License
- Two seasons worth of experience at a Garden Center or Nursery setting in any role
- Ability to be on feet for up to 8 hours continuously
- Ability to bend with, kneel with and lift or carry items up to 50 lbs unassisted
- Computer literate and adept at learning new software

PREFERRED QUALIFICATIONS

- Certification or degree in Horticulture/ Botany/ Agriculture/ Biology, etc
- One season of experience with placing orders for plants and managing plant inventory
- One season of experience managing staff



- Any experience with Counterpoint or another equivalent Point of Sale (POS) software
- Forklift and/or Bobcat driving experience

WEEKLY HOURS

- March- August: 38-40+ hours (overtime eligible)
- September- February: 24- 34 hours*

*During the Off-Season, this position would join the Grow Team and aid with their responsibilities and duties, as the Perennial program responsibilities would slow and then halt. During this time, the position would follow the supervision of the Grow Team Manager.

HOURLY RATE

- **\$20.00/ hour** with Overtime at 1.5 hourly rate.

BENEFITS

- Health benefits available after 6 months of employment.
- 401K Match and enrollment after one year of employment.
- Seasonal bonuses as business grows.

HIRING SCHEDULE

- Posted: Week of December 15, 2025 until position is filled
- Calls for interviews: Week of January 12, 2026
- Interviews: Week of January 19th, 2026
- Hire: Week of January 26, 2026
- Start date: Week of February 2, 2026

COMPLETE APPLICATION MATERIALS INCLUDE:

- Cover letter
- Resume
- Three References (one must be industry specific)

SUBMIT APPLICATION MATERIALS TO:

- Emma Seibert (Grow Team Manager)- emma@ricksgarden.com
- Katherine Placzek (Nursery Team Manager)- katherine@ricksgarden.com



CORRESPONDENCE COURTESIES

Please reach out with questions to the emails listed above. Do not call our store number with inquiries regarding this position opportunity. Also, December can be a very busy month for us. Please give us grace as we return your email while also in the midst of Christmas tree season.

EQUAL OPPORTUNITY EMPLOYMENT STATEMENT

Rick's Garden Center is an Equal Opportunity Employer. Rick's Garden Center is dedicated to shaping a workplace free from discrimination based on age, disability, sex, race, religion or belief, political party affiliation or leanings, gender reassignment, marriage/civil partnership, pregnancy/maternity status, or sexual orientation.

We are an inclusive business and believe in equality of opportunity for all. We heartily welcome all applications from a wide range of applicants. Selection for roles will be based on individual merit alone.