



**Job Title: Floral Specialist**

**Effective Date: 9/1/23**

<b>Classification:</b> Non-Exempt	<b>Department:</b> Production
<b>Pay Type:</b> Hourly	<b>Reports to:</b> Director of Operations
<b>Position Type:</b> Part Time	<b>Schedule:</b> Friday - Sunday

**Job Summary:**

The floral specialist is responsible for the production of floral bouquets sold in Rosemont’s markets. They use their specialized knowledge of flowers to create bouquets and arrangements that are consistent with Rosemont’s quality and brand standards and are memorable for customers. They use a variety of flowers both locally sourced and imported, foliage, and other materials to create one-of-a-kind bouquets, centerpieces, and other floral arrangements.

**Duties and Responsibilities:**

- Providing specialized floral expertise including crafting floral bouquets that are aesthetically pleasing to create a curated customer experience.
- Assembling bouquets and other materials from local and non-local wholesalers and growers to meet production demands.
- Practicing efficient techniques for high volume assembly and workflow.
- Maintaining an inventory of flowers, supplies, and other materials required to create fresh and appealing arrangements.
- Receiving deliveries and prepping flowers including inspection of product, trimming, proper storage and organization.
- Using hand tools such as sharp trimmers and box cutters as well as manual pallet jacks.
- Maintaining the cleanliness of the floral space.
- Packaging flowers appropriately to prevent damage and extend life.
- Coordinating floral deliveries with warehouse staff.
- Assists in setting up displays on-site at Rosemont’s retail locations.
- Communicating changes in production to supervisors
- Additional tasks as assigned by manager.

**Required Skills/Abilities:**

- Superior attention to detail for consistency and quality control purposes.
- Excellent organizational skills.

- Independent time-management skills and ability to sustain multiple ongoing projects.
- Proficiency in MS Office applications.
- Keen interest in local food systems, progressive farming and floral techniques, food trends, sustainable food economies, and specialty foods.
- A team-oriented attitude and a desire to promote a respectful, inclusive, and synergistic work environment.
- A commitment to global and local sustainability efforts.
- Independent and reliable transportation to travel between headquarters and retail locations as needed. Rosemont will reimburse for mileage.

**Education and Experience:**

- High School diploma or equivalent required, college degree preferred.
- Prior experience in a professional floral or farming environment preferred.

**Work Environment:**

- This is an in-person position, and all work will be carried out on-site at Rosemont Headquarters. This site is not open to the public.
- Moderate to loud noise levels in the production and warehouse facilities.
- Attendance at trainings and certifications may be required.
- Regular visits to Rosemont retail markets required: busy grocery markets located in Yarmouth, Falmouth, Portland, Cape Elizabeth, and Scarborough. Markets feature local and specialty foods and beverages, including produce, cheeses, meats, baked goods, wine, beer, groceries, and more.
- Moderate noise levels at all locations.

**Physical Requirements:**

- Ability to lift 50 lbs. carton or bag.
- Ability to bend, lift, twist, squat, and reach.
- Ability to stay standing through the duration of the shift.

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*