

Wholesale Assistant Job Description



We are a registered charity providing a day service in horticulture for service users with learning difficulties or disabilities. The nursery gained charity status in 1994 and is situated on the outskirts of North Cave and grows and sells plants and trees locally and commercially. This role is a fixed term contract role from March to the end September 2025, working part time 4 days a week to assist our production teams.

Plant Preparation

- Carry out a range of plant preparation work and other horticultural activities
- Collect and prepare plants for customer orders
- Load the plants onto Dutch trolleys in an appropriate order
- Ensure that all plants for delivery/collection are prepared to the required quality

Administration

- Liaison with wholesale customers
- Producing order sheets for the Plant Preparation Team
- Production of labels for wholesale orders
- Ensuring paperwork is completed for plant passport purpose
- Answering customer queries about plant prices and availability

General

- Ensure the well-being of all service users at the nursery at all times
- Ensure compliance with Health and Safety Regulations
- Undertake appropriate, and mutually agreed, courses of training
- Other duties involved in the general running of the nursery

This Job Description will be reviewed and developed on a regular basis to reflect the on-going development of the organisation.

Signature:..... Date:.....

Name:.....

Date reviewed: January 2025 – HR Manager