

General Manager (Station Manager) Trainee – Job Description

Summary/Objective of the Trainee Program

Provide Trainees with the tools and “on the job” training they need to be considered for a full-time Station Manager role.

Essential Functions

Key components of the Station Manager role: Production Management and Planning, Personnel Management, Sales Development and Support, Safety and Compliance, and Operations Administration

During the training program – the Trainee will be trained on and responsible for the following:

- Recruit, hire and supervise station associates – production/greenhouse labor, sales team and office support.
- Supervise all facets of the plant growing process.
- Manage all aspects of facility maintenance such as preventative maintenance, cleaning and landscaping.
- Maintain adequate inventory of supplies.
- Monitor and control facility expenses.
- Submit all reports and log all transfers by deadlines.
- Comply to all laws, rules, regulations, and requirements and monitor employees for compliance.
- Complete all aspects of product management to include completing growing schedules, recording product availability, and entering supply orders.
- Perform year ending inventory procedures.
- Ensure protection of all company confidential information.

QUALIFICATIONS:

Education

4-year degree in Business or Horticulture preferred, but not mandatory

Experience

4+ Years of Business Experience – ideally focused on one or more of the following:

Sales, General Management, or Greenhouse Operations

Knowledge, Skills & Abilities

1. Knowledge of rules, regulations, and guidelines of various federal or state Department of Agricultures.
2. Ability to make decisions recognizing established precedents and practices and to use resourcefulness and tact in solving new problems.
3. Ability to exercise judgment and discretion in applying and interpreting rules, regulations, policies, and procedures.
4. Ability to establish and maintain effective working relationships.
5. Ability to take and follow directions and ability to work with little to no supervision.
6. Competencies including bias for action, strong interpersonal skills, strong communication skills, an entrepreneurial spirit, creative problem solving, strong organizational skills and financial acumen.

Work Environment

Both indoor and outside work environments. Frequently exposed to extreme cold and hot temperatures, wet or humid conditions and outdoor weather conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel and reach with hands and arms. The employee is regularly required to stand, talk and hear. Must be able to lift 50+ lbs. The employee is also regularly required to walk, sit, climb, balance, stoop, kneel, crouch, and crawl.

Travel

Some travel is required.

Relocation is necessary – candidate must be willing to relocate anywhere in the country.

Career Path of a Trainee – **Manager Trainee** → **Station Manager** (small tier) - in terms of revenue, span of control and market areas → **Station Manager** (large tier)