

Job Description: Flower Shop Processor

Position: Flower Shop Processor

Summary:

The Flower Shop Processor is responsible for the preparation and maintenance of floral materials for sale. This includes the unpacking, trimming, conditioning, and storage of fresh flowers and plants. The role requires attention to detail, a strong work ethic, and a passion for floral design and customer satisfaction.

Key Responsibilities:

- **Unpacking and Inspecting:** Receive flower deliveries and inspect them for quality, freshness, and damage. Ensure all products meet the shop's standards.
- **Trimming and Conditioning:** Cut stems, remove foliage, and place flowers in water or conditioning solutions to ensure longevity and freshness.
- **Storage and Organization:** Properly store flowers and plants in designated coolers or display areas. Maintain cleanliness and organization of the work area and storage spaces.
- **Inventory Management:** Track inventory levels, report shortages or issues to the manager, and assist in reordering supplies as needed.
- **Preparation of Arrangements:** Assist florists in preparing floral arrangements, bouquets, and other products by providing prepped flowers and foliage.
- **Customer Service:** Occasionally assist customers with inquiries, provide product information, and support the sales team during peak times.
- **Sanitation and Maintenance:** Ensure all tools and equipment are cleaned and sanitized regularly. Dispose of waste materials properly.
- **Seasonal Duties:** Assist with special projects and seasonal preparations, such as holiday displays and promotions.

Qualifications:

- **Experience:** Prior experience in a flower shop or related field preferred but not required. Training will be provided.
- **Skills:**
 - Attention to detail and precision in handling delicate materials.
 - Strong organizational skills.
 - Basic knowledge of floral types and care preferred.

- Good communication and teamwork skills.

- **Physical Requirements:**

- Ability to stand for extended periods.
- Ability to lift and carry up to 25 pounds.
- Comfortable working in varying temperatures, especially cooler environments.

- **Personal Attributes:**

- Reliable and punctual.
- Positive attitude and willingness to learn.
- Passion for flowers and plants.

Work Environment:

- Work is performed in a flower shop environment with exposure to coolers, water, and plant materials.
- Occasional weekend and holiday work required, especially during peak seasons.

To apply, please submit your resume and a brief cover letter to [Insert Contact Information].

Allen Floral Group – DBA:

Chesters Flower Shop and Greenhouses – 1117 York St., Utica, NY 13502 315-797-2360

Creative Florist – 8217 Oswego Road, Liverpool, NY 13090 315-622-2129

Floral Gardens – 8390 Brewerton Road, Cicero, NY 13039 315-699-2036

Shaw & Boehler – 31 Clinton Ave, Cortland, NY 13045 607-756-2879

Sinicropi Florist – 64 Fall St, Seneca Falls, NY 13148 315-568-6345

St. Agnes Florist – 2123 South Ave, Syracuse, NY 13207 315-472-7275