



Job title: Retail Wreath Decorator

Department: Reservation Stewardship

Reports to: Retail and Event Manager

Salary Range: \$ 2.50 to \$3.50 per piece
Min: \$7.25 / hour

Nonexempt

Part time

Seasonal: Nov 1 – Dec 24

Position Summary:

The Rocks Estate Wreath Decorator will decorate wreaths for our retail and mail order departments. The Wreath Decorator will work with the Retail and Events Manager to formulate a daily list of work to be completed.

Essential Duties and Responsibilities:

Decorate wreaths by attaching bows by wiring and attaching decorations using a glue gun.

Decorate wreaths by copying designs that are displayed daily based on inventory numbers of specific designs.

Producing the number of wreaths in the specific designs as directed.

Contributions/ Outcome:

To decorate wreaths in an accurate and efficient manner as specified.

Wreaths need to be decorated as quickly and accurately as possible while keeping them clean of debris, particularly strands of hot glue.

Wreaths will be periodically checked for accuracy, to see if all decorations are securely attached and for cleanliness.

There must be a minimum output of 4 per hour.

Qualifications and Skills required:

The ability to decorate using a hot glue gun.

The ability to follow directions given by the supervisor.

Flexibility, the ability to accept change in designs as new orders come in throughout the day.

Working Conditions:

Fast paced retail wreath shop at a seasonal destination.

Physical Requirements:

The ability to stand for long periods of time.

The ability to lift up to 40 lbs. and safely move the wreaths in and out of the wreath room. Ability to load wreaths onto a trailer or truck.

Direct Reports:

None