



Example of Florist Job Description

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Our innovative and growing company is searching for experienced candidates for the position of florist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for florist

- Carefully checks quality and quantity of flowers received
- Make sure all flower will order according to the daily requirements
- Sorts flowers accordingly to kind and size and keep them in adequate containers
- Makes flower arrangements according to the specific locations
- Ensures that all orders are fulfilled as per requisitions
- Has a complete understanding of and adhere to the hotel's policy relating to fire, hygiene, health and safety issues
- Responds to any changes in the housekeeping function as dictated by the hotel
- Reports to the Floral Designer or his designate any damaged or missing items
- Participates in multi-skilling philosophy of the department
- Is present and active in the training session provided by the hotel

Qualifications for florist

- Is fully aware of and understands the Departmental Performance Plan
- Should take daily flower inventory and hand over to order taker and ensure copy will hand over to Floral Designer in next day morning
- Ensure all the original/copy invoices and in house charges forms are handed over to Floral Designer daily
- Ensures sufficient florist supplies are available at all times

disputes

- Prior experience in Account Management, Account Representation or Customer Service role is desirable, but not a must