



CHADWICK NURSERY GREENHOUSE & GARDENS

Nursery Worker Job Opening

Every nursery worker is a salesperson. You must be able to interact with the public daily, as you will be greeting customers and assisting them in locating and selecting the nursery products that meet their needs. You are expected to communicate clearly and enthusiastically with customers, provide excellent customer service, and work efficiently and agreeably with your coworkers as you complete various tasks (as directed to you by your designated supervisor or Greg or Karen Chadwick).

WORK ENVIRONMENT:

- Will be expected to work weekends from the end of April through June, in addition to all Saturdays from July through September. Mother's Day and Memorial Day weeks are required.
- Will be expected to work outside in variety of extreme weather conditions and be on your feet for extended periods of time.

ESSENTIAL JOB FUNCTIONS:

1. Provide excellent, trustworthy customer service to our customers.
2. Listen to customers' requests, ask relevant questions, make appropriate product suggestions, and assist them in their selections.
3. Show customers where products are located and bring selected products to sales area.
4. Lift, carry, and transports up to 30 pounds on a regular basis, and occasionally up to 50 pounds with assistance.
5. Total purchases, receive and record payments, make accurate change. Honesty is necessary.
6. Transport purchased products to customer's vehicle.
7. Load and unload nursery stock and other products from trucks and trailers.
8. Receive and unpack shipments from suppliers in an organized manner.
9. Set up displays that are visually appealing and labeled with proper signage.
10. Check/count inventory and order products as directed and authorized by supervisor.
11. Use wheelbarrow, rake, and shovel (such as dig holes and grade surfaces).
12. Plant, water, fertilize, transplant, maintain and care for nursery stock and grounds.
13. Maintain and clean tools and equipment, as well as keep a tidy workspace.
14. Other duties as assigned.

QUALIFICATIONS:

- Excellent customer service and communication skills.
- Hardworking, detail-orientated, resourceful, and takes initiative.
- Willing to learn. Existing knowledge of horticultural practices/plants is a plus.
- Able to bend, lift, carry, and transport heavy items.
- Basic reading, writing, and math skills with the ability to accurately calculate sales.
- Works well independently, as well as in a group as a team player.
- Enthusiastic and works effectively and efficiently in a fast-paced setting.

Print and fill out pages 3-5. Return to Chadwick Nursery at Contact Karen Chadwick @ 406-442-3931

CHADWICK NURSERY
3010 E. Custer Ave. Helena MT 59602
Employment Application

Position Applying for: _____ Date: _____

PERSONAL DATA

Name: _____
Present Address: _____ City: _____ State: _____ Zip: _____
Phone: () _____ - _____ Message Phone: () _____ - _____ E-Mail Address: _____
Driver's License: Operator CDL CDL Type: _____ Endorsements: _____

EDUCATION

High School Diploma or GED? Yes No Post-Secondary Degree? _____
Name of school beyond High School: _____
Training Length: _____ Date Completed: _____
Major: _____ Minor: _____
Apprenticeship Level: _____ In which trade? _____

WORK EXPERIENCE (List most recent work experience first)

Company Name _____ Immediate Supervisor _____
Complete Address _____
Street / P.O. Box *City* *State* *Zip Code*
Job Title _____ Phone () _____ - _____
Job Description (duties, skills, equipment used)

Dates From (mm/year) _____ / _____ To (mm/year) _____ / _____ Reason for leaving _____

WORK EXPERIENCE

Company Name _____ Immediate Supervisor _____
Complete Address _____
Street / P.O. Box *City* *State* *Zip Code*
Job Title _____ Phone () _____ - _____
Job Description (duties, skills, equipment used)

Dates From (mm/yy) _____ / _____ To (mm/yy) _____ / _____ Reason for leaving _____

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Please complete and return with resume and references.

Name: _____ Date: _____

Phone Number: _____

Work Schedule:

1. Our season runs from March through September. **Our busiest months are March through June; you must be available during these "100 days of opportunity"**. How long would you be available to work this season? Please indicate the months (or partial months) you are available.
2. We are open 7 days a week from the end of April through June, then 6 days a week (Mon-Sat) from July through September. Saturday and Sunday are our busiest days of business; **we need our staff to work both Saturday and Sunday from the end of April through the end of June. Saturdays are necessary from July through September.** Please indicate what times you'd be available to work each day between the hours of 9 a.m. and 6 p.m. on weekdays and 9 a.m. and 5 p.m. on weekends.

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Additional Qualifications:

3. If you were offered a position that requires driving, do you have a valid Montana driver's license and state mandated insurance? **YES / NO**
4. If you are offered a position that requires driving, our insurance carrier will require a copy of your DMV report (driving record) prior to your starting work in addition to vehicle insurance. What kind of driving record do you have?

Your First Sales Test – Sell us on you!

5. Why should we offer you a job?
