

**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 helping them in finding and selecting the nursery products that meet their needs. 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:**

* Weekend scheduling is necessary from the end of April through June, in addition to all Saturdays from July through September. Mother's Day and Memorial Day weeks are our busiest.
* We expect to work outside as needed even in extreme weather and be on your feet for extended periods of time.

**ESSENTIAL JOB FUNCTIONS:**

1. Supply excellent, trustworthy customer service to our customers.
2. Listen to customers' requests, ask relevant questions, make the right product suggestions, and help them in their selections.
3. Show customers where products are located and help with checkout.
4. Lift, carry, and transport up to thirty pounds on a regular basis, and occasionally up to fifty pounds with assistance.
5. Total purchases, receive and record payments, make correct change. Honesty is necessary.
6. Transport bought 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, support and care for nursery stock and grounds.
13. Maintain and clean tools and equipment, as well as keep a tidy workspace.
14. 0ther 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 with a team.
* 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**

 

Position Appling 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/y)* / To *mm/y) (* / Reason for leaving.

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**ADDITIONAL INFORMATION THAT COULD HELP YOU QUALIFY FOR THIS POSITION**

Examples include classes (including dates), certificates, current licenses, specific equipment, and other skills.

**LIST REFERENCES *(preferably persons who know about your work/training)***

Name Address Phone Number

 ( ) -

 ( ) -

 ( ) -

We are an equal opportunity employer. We do not discriminate based on race, religion, creed, color, sex, age, national origin, marital status, or physical/mental disability. Do you need accommodation to take part in the application or interview process? **Yes No**

 NO

The information that you provide on this application is subject to verification. Falsifications or misrepresentations may disqualify you from consideration for employment or, if hired, may be grounds for termination. Do you want to know before we contact your present employer **Yes No**

With my signature below (typed or written), I certify that all information on this and all attached pages is true, correct, and complete to the best of my knowledge and contains no willful falsifications or misrepresentations. I authorize all former employers to release job-related information they may have about me, and I release all persons or companies from any liability or responsibility for supplying such information.

**Signature: Date:**

**CHADWICK NURSERY GREENHOUSE & GARDENS**

**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 show 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 list times you would 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:**

1. If a position that requires driving, do you have a valid Montana driver's license and state mandated insurance? **YES / NO**
2. Your position may require driving, our insurance carrier will need 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!**

1. Why should we offer you a job?