



Come to work a few minutes before being scheduled for work?

Available to work weekends?

Have a good work ethic, concentrate on your work, recognize problems, and create solutions, without sacrificing safety, quality, or customer service?

Honest, dependable and work hard and achieve goals? Communicate effectively and with respect towards customers and your co-workers?

Have a positive attitude and can you cooperate with others on a daily basis? Have leadership skills?

Enjoy learning to care for trees, shrubs, flowers and products we carry?

Be able to apply what you learn and pass it on to our customers?

Educate and assist customers in plant and product selections?

Provide successful planting instructions?

Like a sense of accomplishment at the end of the day? Like working outdoors?

Refrain from any behavior that distracts from the reputation, safety, and security of Chadwick Nursery?

### **Would you like to apply for a job at Chadwick Nursery**

Chadwick Nursery is recruiting for a Nursery Sales/Seasonal position.

This position requires working weekends (we close Sundays starting July 1<sup>st</sup>).

Duties include:

Retail sales (quick learning).

Introduce, explain, and sell plants & products.

Provide excellent customer service.

Load and unload product.

Plant and transplant trees, shrubs and flowers.

Provide care of nursery grounds and gardens.

Ability to lift, carry, and transport up to 50 pounds on a routine basis

& occasionally up to 75 pounds with help;

A valid Montana driver's license and insurance is preferred but may not be necessary.

Plant or horticulture experience preferred but not necessary.

Chadwick Nursery

3010 East Custer Avenue

Helena, MT 59602

406-442-3931

chadwicknursery@gmx.com

# CHADWICK NURSERY GREENHOUSE & GARDENS

## Nursery Worker Job Opening

Every nursery worker is a salesperson. You must be able to interact with the public on a daily basis, 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 50 pounds on a regular basis, and occasionally up to 75 pounds with assistance. May need to transport those objects for up to 100 feet.
5. Total purchases, receive and record payments, make accurate change. Honesty is required.
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. \*Drive a vehicle and follow directions to deliver nursery stock to customer's location.
15. Other duties as assigned.

### QUALIFICATIONS:

- Excellent customer service and communication skills.
- Hardworking, detail-orientated, resourceful, and takes initiative.
- Willing to learn new information. 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.
- Familiar with our website and what it says about our company. Computer skills are needed.
- Front-end loader/clutch operated vehicle experience is preferred. Must be willing to learn.
- \*Possess and maintain a valid Montana driver's license and the state mandated insurance.
- \*Due to insurance requirements, must have a clean driving record.

\*Nursery Worker II duties are the same except they will not operate any company vehicles.

5-1-2017

# 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/yy) \_\_\_\_\_ / \_\_\_\_\_ To (mm/yy) \_\_\_\_\_ / \_\_\_\_\_ 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 \_\_\_\_\_

**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 \_\_\_\_\_

**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 \_\_\_\_\_

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

Examples include; classes (include 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 on the basis of race, religion, creed, color, sex, age, national origin, marital status, or physical/mental disability. Do you need an accommodation to participate in the application or interview process?  Yes  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 at a later date. Do you want to be informed 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 providing 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 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 required 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?

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