

**Edge of the Woods
Native Plant Nursery, LLC
Job Description
Nursery Associate**

Job Title: Nursery Associate

Reports To: General Manager

FLSA Status: Non-Exempt

Summary: Assists in maintaining plants and gardens in nursery. Assists customers and provides quality customer service by performing the following duties.

Seasonal Mid-March to Mid-November yearly. Approx 40 hours per week. **Some Saturdays, Sundays, and holidays required.**

Duties and Responsibilities include the following. Other duties may be assigned.

1. Loading and unloading container plants weighing up to 20 pounds onto trailer or wagon, unassisted. *
2. Assist in assembling orders for customer pickup, ensuring accuracy of items selected. *
3. Process customer check-out accurately, receive payments and make change.*
4. Help load customer purchases. *
5. Assist in keeping sales and work area clean, neat, stocked, priced, and signed accurately. This involves sweeping, raking, weeding, and similar tasks, as well as understanding basic botanic nomenclature.*
6. Prepare soil and potting media by hauling various materials using wheelbarrows, shovels and carts.*
7. Transplant, weed, water, pot, fertilize, trim, divide, and label plants.*
8. Weed gardens and haul debris to compost pile.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or two to four years related experience and/or training; or equivalent combination of education and experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of customers or employees of organization.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions including extreme heat, humidity, rain, and cold. Employee should be prepared to work in all weather.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance.

Work Culture

Edge of the Woods supports a work culture of trust, care, and encouragement among our associates. To bring an atmosphere that will inspire our clients and customers to protect our environment.