

VINLAND VALLEY NURSERY



Employment Application

To apply, please complete and return the following via email to: dougdavison@vinlandvalleynursery.com

or mail to:

Vinland Valley Nursery
1606 N 600 Rd
Baldwin City, KS 66006

785.594.2966

1606 N 600 RD • BALDWIN, KS 66006

Vinland Valley Nursery employs seasonal full-time and part-time workers to grow plants for sale, maintain grounds and provide customer service at the nursery; and provide delivery of materials, landscape maintenance and installation services off-site. The nursery is open to the public for regular hours from March 1 through November 20 each year. **Peak greenhouse production occurs from March 1 through April 15, and plant and grounds maintenance workload is at peak from March 1 through June 30.**

LANDSCAPING, NURSERY & GREENHOUSE STAFF

Offsite landscaping involves travel to locations for planting, maintenance, and installation of hardscaping materials.

Nursery and greenhouse staff plant and cultivate trees, shrubs, annuals, herbs and vegetable plants; maintain grounds, retail areas and work areas; and provide customer service.

FIELDS OF INTEREST

Learning horticulture, from plant names to growth habits to pests and disease and best greenhouse and landscape growing practices

Sports and physical activities | Working in nature | Working outdoors | Environmental conservation

MAIN DUTIES

Nursery and greenhouse staff perform some or all of the following duties:

- Prepare soil, start seeds and cuttings, and transplant seedlings and rooted cuttings and using best practices to properly identify and label all stock
- Monitor trees, shrubs, flowers and plants to prevent disease and pests and alert managers as needed
- Monitor greenhouse and outdoor plants for proper irrigation, water when needed
- Monitor all container stock and grounds for weeds, remove as needed
- Dig, cut and transplant trees, shrubs, flowers and plants and prepare them for sale using proper labeling and spacing
- Provide information to customers on gardening and the care of trees, shrubs, flowers, and plants
- May operate tractors, mowers and other equipment to maintain grounds and load and deliver bulk topsoil, mulch and compost for retail sale
- Request materials as needed from managers
- Keep all retail areas organized and free from nursery supplies; empty trays, pots, tags, tools and signage should be replaced to proper storage areas; keep work areas neat and organized

TERMS OF EMPLOYMENT *(initial to indicate your understanding of these terms)*

- _____ Hourly wage commensurate with experience and performance.
- _____ Employees must give as much notice as possible when unable to work due to illness.
- _____ Employees must give two weeks notice prior to taking off work for non-emergencies. Time off will be given when possible. Because of the seasonal nature of the job, Vinland Valley Nursery requests that vacations, etc. be planned outside of peak work times.
- _____ Employees are paid hourly. 15 minute breaks are given for each 4 hour block of scheduled work time. 30 minute lunch breaks should be coordinated with other staff and are not paid.
- _____ Hours are scheduled according to seasonal work load, and may be cancelled due to weather without notice.
- _____ Smoking is allowed only in employee car only during breaks. Employees must thoroughly wash hands before returning to work to prevent tobacco mosaic virus.

- _____ Face masks covering mouth and nose must be worn at all times when working with others indoors or out. Masks must be worn when in enclosed greenhouse and barn spaces.

EMPLOYMENT REQUIREMENTS *(initial the requirements you meet!)*

- _____ Enthusiasm for plants, nature, and creating beautiful spaces
- _____ Experience in retail sales a plus, excellent people skills required
- _____ Completion of college courses in horticulture or related field are beneficial but not required
- _____ On-the-job training is provided, willingness to learn is required!
- _____ All positions are seasonal, part-time and full-time depending on time of year
- _____ Ability to lift and carry minimum 50lbs
- _____ Detail-minded, organized

Name _____ Phone # _____

Address _____ Email address _____

City _____ Date of Application _____

State, Zip _____ Availability Dates _____

PLEASE DESCRIBE RELEVANT EXPERIENCE _____

PLEASE LIST YOUR LAST TWO PLACES OF EMPLOYMENT (PROVIDE NAME, LOCATION, CONTACT, PHONE NUMBER, EMAIL)

PLEASE LIST TWO PERSONAL REFERENCES (PROVIDE NAME, RELATIONSHIP, PHONE NUMBER, EMAIL)

INDICATE START AND END TIME YOU ARE AVAILABLE TO WORK EACH DAY WEEKLY BETWEEN 8AM AND 6PM

SATURDAY _____

SUNDAY _____

MONDAY _____

TUESDAY _____

WEDNESDAY _____

THURSDAY _____

FRIDAY _____

LIST KNOWN DATES YOU WILL BE UNAVAILABLE DUE TO SCHOOL, FAMILY VACATION, ETC AND REASON

I understand the terms of employment and I authorize Vinland Valley Nursery to contact the references I have provided.

Signature _____

Date _____