



We are looking to fill multiple positions

If you are the Person we describe below,
please mail application along with references to:
H & B Greenhouse & Nursery, 1213 Highgate Road, Highgate Center, VT 05459
or email application to: hbhouse@comcast.net

Qualified candidates will be contacted for interview.

(A) Seasonal Production & Garden Center Sales

Early March 2021 thru September 2021 with potential to extend until Christmas (42 weeks).

Position (A) requires, and is not limited to:

- Work in all aspects of greenhouse & nursery production and plant maintenance.
- Retail Sales & Cashier
- Training on loader tractor for Bulk Product sales.

The right candidate will:

- Have good work ethic.
- Have retail or customer service experience.
- Love gardening and have a basic knowledge of plants.
- Have professional references.

The right candidate **must**:

- Have a flexible schedule. Material to transplant is not always predictable. Work may get pushed or delayed day to day. Weekends are mandatory in May & early June.
- Work as part of a team, as well as lead a team when necessary.
- Work in a fast paced environment.
- Be able to stand all day.
- Lift 40 lbs.
- Relate with customers with a smile and pleasant attitude ensuring a positive, successful experience at H & B.
- Be punctual. You begin work at your scheduled time, not 5 or 10 minutes after.
- Maintain a sense of humor.

Other FYI's:

- Weekend hours are a must. Every weekend in May and early June; at least one weekend day during summer.
- Position will be 32-40+ hours per week depending on season.
- This is **NOT** a position for school-aged children.
- **This is a very physical job and requires adaptability to many environments including extreme fluctuating temperatures.**
- We are a non-smoking facility.
- Pay will be commensurate with experience.

(B) Production Assistant

Early March thru June with potential to extend until October

Position (B) requires, and is not limited to:

- Work in all aspects of greenhouse & nursery production and maintenance with emphasis on prep and transplanting. Examples: Fill pots, load and unload racks, shovel soil, transplant in the greenhouse as well as outside, move nursery pots and restock

The right candidate will:

- Have good work ethic.
- Have professional references.

The right candidate **must**:

- Have a flexible schedule. Material to transplant is not always predictable. Work may get pushed or delayed day to day. Weekend hours are expected in April and May.
- Work as part of a team, as well as independently.
- Work in a fast paced environment.
- Be able to stand all day.
- Lift 40 lbs.
- Be punctual. You begin work at your scheduled time, not 5 or 10 minutes after.
- Maintain a sense of humor.

Other FYI's:

- Position will be 24-40 hours per week seasonal.
- This is **NOT** a position for school-aged children.
- **This is a very physical job and requires adaptability to many environments including extreme fluctuating temperatures.**
- We are a non-smoking facility.
- Pay will be commensurate with experience.

(C) Seasonal Production/ Transplanting

Late March- Late May

Position (C) requires, and is not limited to:

- Work in all aspects of greenhouse & nursery production and maintenance with emphasis on transplanting.
- Occasional Interaction with customers on sales floor
- This position can overlap with **(D)** for extended employment

The right candidate must:

- Have good work ethic.
- Have a flexible schedule. Material to transplant is not always predictable. Work may get pushed or delayed day to day. Weekend hours are expected in April and May.
- Work as part of a team, as well as independently.
- Work in a fast paced environment.
- Be able to stand all day.
- Lift 40 lbs.
- Be punctual. You begin work at your scheduled time, not 5 or 10 minutes after.
- Maintain a sense of humor.

Other FYI's:

- Position can be 16-40 hours per week; We are willing to work with a couple people to fill schedule.
- This is **NOT** a position for school-aged children.
- **This is a very physical job and requires adaptability to many environments including extreme fluctuating temperatures.**
- We are a non-smoking facility.
- Pay will be commensurate with experience.

(D) Customer Service / Plant Maintenance

Late April – Early June

Position (D) requires, and is not limited to:

- Retail Sales & possibly Cashier
- Willingness to work in all aspects of greenhouse & nursery production and maintenance.

The right candidate will:

- Have good work ethic.
- Have retail or customer service experience.
- Love gardening and have a basic knowledge of plants:
- Have professional references.

The right candidate **must**:

- Have a flexible schedule. Weekends are mandatory in May & early June.
- Work as part of a team, as well independently.
- Work in a fast paced environment.
- Be able to stand all day.
- Lift 40 lbs.
- Relate with customers with a smile and pleasant attitude ensuring a positive, successful experience at H & B.
- Be punctual. You begin work at your scheduled time, not 5 or 10 minutes after.
- Maintain a sense of humor.

Other FYI's:

- Weekend hours are a must. Every weekend in May and early June; at least one weekend day during summer.
- Position can be 16-40 hours per week. We are willing to work with a few people to fill schedule.
- This is **NOT** a position for school-aged children.
- **This is a very physical job and requires adaptability to many environments including extreme fluctuating temperatures.**
- We are a non-smoking facility.
- Pay will be commensurate with experience.