



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) Production Assistant

Early March thru June with potential to extend until October

Position (A) 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. You may be required to leave campus to assist on landscape installations.

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.

(B) Seasonal Production/ Transplanting

Late March- Late May

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

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

(C) Customer Service / Plant Maintenance
Late April – Mid June

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

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