



## Job Posting

# Production Assistant

**Date Posted:** June 1, 2023

**Location:** Durango Nursery & Supply, Inc., Durango, Colorado

**Contact:**

Margaret Ascenzi

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970-259-8800

**Compensation:**

Starting at \$17.50/hour

**Position Summary**

This is a part-time or full-time seasonal position. The Production Assistant will help with receiving and inspecting plant material within the Production and Retail Departments. The position involves the potting of plant material, maintaining health of all plant material through watering, fertilizing, pruning, and weeding. This position helps restock and upkeep perennials, shrubs, trees, and annual plants in the production and retail areas within the nursery. This position assists other departments when in need with Customer Service and assorted tasks. This position involves working on your feet all day in all weather and must be able to consistently lift 50 pounds.

**Essential Duties and Responsibilities**

The essential functions include, but are not limited to the following:

- Responsible for the general quality and care of plant material in the Production department
- Maintaining daily communication with Production Manager regarding current projects
- Daily projects consist of potting, watering, fertilizing, weeding, IPM, and moving plant material within the Production department
- Supervising the Holding area for watering needs, overall quality control, and assisting customers in need of assistance loading their materials
- Receiving, pricing, and stocking plant material into the Retail areas
- Communicating effectively with coworkers, teammates, and customers about available products or growing products

**Minimum Qualifications (Knowledge, Skills, and Abilities)**

- Experience working within the Nursery or Landscape industry is preferred
- Plant, Botany, Horticulture, or related industry interest is preferred
- Able to work a physically demanding job in various weather conditions
- Able to work on feet consistently with some repetitive movement
- Customer service experience preferred
- A willingness or passion to learn about company inventory is preferred

- Must have strong attention to detail, cleanliness, and ability to learn safety protocols
- Must be comfortable in a high pressure, fast paced, and noisy work environment
- Able to stay on task and maintain focus on current projects while begin available to assist customers and coworkers
- Strict adherence to company philosophy/mission statement/sales goals
- Able to multitask, prioritize, and manage time efficiently
- Able to commit to a regular schedule each week
- To be Punctual and Reliable
- Interact well with others with good communication skills and a commitment to teamwork

### **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. This position is primarily outdoors in all elements, including greenhouses, and on foot all day. Continual movement, bending, and lifting 50 pounds consistently is required. The ability to work in a dusty, noisy, and fast paced environment is expected. Production Assistants work as a team and collaborate frequently with Retail staff to complete daily projects. It is a busy environment in the Summer and all employees are expected to assist customers and provide support to their teammates.

### **Employee Benefits**

All employees of Durango Nursery are provided with a fun, safe, and rewarding work environment with a strong focus on teamwork, community, and personal/professional growth. Opportunities for upward advancement within the company and benefits grow with increased experience.

- A 30% Employee Discount on products
- On site training and professional certifications available at a discount (including Master Gardeners programs)
- Sick Leave (1 hour per 30 hours worked)
- Approved pets may join you on site
- Overtime compensation, Holiday Pay and Performance and Referral Bonuses
- Full-time employees receive access to an HSA after 90 days of employment and for employees who work over 32 hours per week
- Benefits such as PTO, 401k, Charge Accounts, Parental Leave and more become available for employees who return after one full season (minimum of 30 weeks)

### **Apply Online**

Durango Nursery has multiple positions available with an easy online application for all positions of interest. Visit [www.DurangoNursery.com/careers](http://www.DurangoNursery.com/careers) to apply today!

Other available positions include:

- CD Class B Local Delivery Driver
- Equipment Operator
- Retail Associate
- And More