



Production Assistant

Job Type: SEASONAL (40 hours per week max.)

Pay: \$16.50 per hour

Position Description: As a Production Assistant at Hooper's Garden Center, one must be familiar with aspects of the gardening and agriculture industry, including (but not limited to) basic plant knowledge, inventory management, and the day-to-day operations of a production center. This position must successfully interact with the Heads of Production, Retail Managers, Owners, and fellow employees. The Production Assistant may have times where they will need to successfully and professionally interact with customers and all landscape crews.

Responsibilities:

- Assist in the propagation, planting, watering, fertilizing, and pruning of various plants.
- Ensure that plants are appropriately labeled and organized in the production greenhouses or retail greenhouse
- Help with inventory counts and restocking of products as needed.
- Assist in maintaining cleanliness and organization within the production area
- Participate in general maintenance tasks such as sweeping, weeding, and debris removal.
- Understand the management of all material flowing through the retail portion of the garden center, nursery, and greenhouses.
- Collaborate with the Heads of Production and fellow employees to ensure tasks are being completed efficiently
- Effectively work with and assist other departments and personnel within Hooper's Garden Center

NOTE: *As part of the Hooper's Garden Center staff, you may be required to assist at another department during our peak season.*

Working at a garden center also requires physical demands, such as lifting heavy objects (bags of soil, plants, equipment, etc.) and prolonged periods of standing, bending, or kneeling. Please let us know on the application form if there are any medical or physical injuries that may prevent you from completing these tasks.

Rain or shine (or snow...), we're open! Applicants should be prepared to face any weather conditions including extreme heat, cold, rain, or snow.

Position Requirements:

- The Production Assistant **must be available on some holidays**. (Keep in mind we are only closed on Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day).

- Every employee at Hooper's Garden Center **must comply with our onboarding protocol** which includes:
 - learning our retail POS System
 - familiarizing with the property and employee only zones

Skill Set and Educational Requirements for Position:

- Proficient in both oral and written communications.
- Ability to lift a minimum of 50 pounds and able to carry 15-20 pounds repeatedly through the length of a greenhouse, nursery, or parking lot.
- Basic plant knowledge or the willingness to learn about plants and gardening.
- Able to demonstrate good judgment, problem solving, and interpersonal skills with a friendly demeanor.
- Ability to operate in a fast-paced environment.
- Able to represent Hooper's Garden Center in a courteous and professional manner at all times.
- Ability to stand on your feet for 5-10 hour days on concrete
- Good organizational skills and ability to multitask.
- Ability to receive complaints and problems as they arise from customers
- Able to work under any weather conditions that might occur throughout the seasons indoors our outdoors.

Benefits:

- Employee discounts
- Opportunities for growth and development
- Friendly and supportive work environment
- Flexibility in scheduling

Any hiring questions please contact mariela@hoopersgc.com or visit us in person. :)

Hooper's Garden Center

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