

## **TEMPORARY POSITIONS AVAILABLE**

*Revised January, 2024*



Thank you for your interest in employment with our business.

Barnes Greenhouses is a family business which has been in operation for over 120 years as a wholesale/retail grower of bedding plants, vegetables, hanging baskets and specialty containers. We cover all aspects of the plant production cycle from the initial sowing of seed to transplanting to finished product ready for delivery to stores for resale. We hire temporary help from January through May each year.

1. Upon completion of your application, you will meet briefly with a representative from our business to review the application and answer some additional questions. Please have a photo ID available for a reference.
2. If you have a change of contact information after you have submitted your application, please contact our office to update that information.
3. After receiving and reviewing your application, we will determine if there are any positions you might be suited for within our company. As a seasonal business, our needs for employees change throughout the year. We will continue to take applications from late winter through early spring as needed.
4. Interested applicants will be called by our office as needed to fill particular positions based on their qualifications and experience. Due to the nature of our business, we often have very short notice when needing additional help.
5. Not all applicants will be hired for a position with our company. This is a very labor-intensive, fast-paced business and all employees must be able to keep up with the momentum and expectations of the management staff.
6. All employees of Barnes Greenhouses must comply with our Drug and Alcohol Free Workplace policy.

Wages begin at the required minimum wage and can be adjusted based on experience. The opportunity for wage increases is based on performance, attendance, and attitude during the season. End-of-Season bonuses are issued at completion of satisfactory employment.

## **2024 JOB DESCRIPTIONS**

### **PRODUCTION TEAM - MATERIAL HANDLERS & TRANSPLANTERS**

- Members of the Production Team may need to perform any of the responsibilities of the production process.
- Production positions require employees to be on their feet all day and can be strenuous. Applicants must be able to lift 50 pounds and stand on their feet up to 8 hours.
- Physical agility and strength is necessary when moving plants around the property by hand, wheelbarrow or cart. There is a good deal of bending, squatting, reaching and extending when plant product is placed on the ground or hung overhead in the greenhouses.
- Transplanting involves replanting small plants from one container to a larger one. Fine motor skills are important for success with transplanting.
- Although some production tasks are done individually, much of the time is spent as a part of a team working on a conveyor belt. Both the ability to keep up, and cooperation with the transplanting team is essential.
- When shipping season starts in late March, team members will be involved with pulling finished product or loading carts and trucks in preparation for shipment. This requires a basic knowledge of plant varieties or willingness to learn and the ability to identify quality product.
- Hours could vary from 8 to 40 hours per week normally Monday-Friday. There will be some required Saturdays in February and some weekend work in April and May.

## **PLANT CARE**

- Responsible for watering, fertilizing, trimming, and general care of plants as detailed in company's plant care program.
- Plant care team members may also be asked to assist with production and shipping tasks.
- The ability to work alone is essential although our year-round full-time staff provides close supervision.
- Plant care is needed 7 days a week, so employees must be available to work either Saturday or Sunday.
- Hours vary from 20 to 40 hours per week.

## **TRUCK DRIVER**

- Truck drivers are responsible for delivering plants to customers. This includes unloading plants with assistance from store personnel.
- Drivers can work 1-5 days per week, depending upon company needs and schedule requests of the drivers.
- Our spring deliveries begin in late March, peak in Mid-April through Mid-May and then are completed by the end of May. We also deliver fall products in August and September so the potential for employment again in those months is possible.
- Our routine delivery area includes Missouri, Iowa, Nebraska and Kansas with additional trips into Illinois, Minnesota, Wisconsin, and South Dakota. Most deliveries can be completed in one day and do not require overnight stays. For trips requiring overnight stays, the greenhouse will provide hotel accommodations.
- Depending on the destination, drivers often need to leave as early as from 3:00 - 6:00 AM in order to get back in time so the trucks can be loaded for delivery the next day.
- All drivers must have at least a Class E license.
- All drivers must pass all Federal & State requirements for truck driving as well as be approved by our insurance carriers covering both vehicles and property. Drivers are required to use electronic logging devices on all trips.
- Drivers are paid according to the amount of product delivered but are guaranteed an hourly wage.
- Additional information regarding drivers can be obtained from our business office.
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## **RETAIL/GARDEN CENTER STAFF**

- Requires a basic knowledge of plants or willingness to learn.
- Applicants must be able to lift a minimum of 50 pounds and stand on their feet for up to 8 hours.
- Employees must be enthusiastic, trustworthy and enjoy working with other people.
- All employees must learn to run the Point-of-Sale computer software.
- This position tends to involve many different tasks, in addition to helping customers, such as: moving plants, weeding, trimming, cleaning, sweeping, display design and planting.
- The garden center does not open until March, so garden center positions are not available until after that date. During April and May the retail center is open 7 days a week and all employees must be available to work either Saturday or Sunday if not both.
- Hours vary from 20-40 hours per week with the peak season being the month of May.