



## About Botanicus, Inc.

Botanicus, Inc. is a Western New York based interior landscaping firm, servicing over 500 clients in Buffalo and Rochester. We design, install and service live and “silk” plants in commercial settings.

The company was founded by owner Kathryn O'Donnell in 1971, as a retail plant store (*The Plant Parlour*). She manages the company with a staff of 25 dedicated professionals. Botanicus is the largest interiorscaper in Buffalo and the second largest in Rochester.

Our hiring goal is to match the applicant's skills and natural behavior to the job requirements. Our hiring process may include 3-4 interviews and a behavioral profile analysis to be sure that the job is the right one for the prospective employee.

Since we place more importance on natural behavior, we often hire people with minimal plant experience. Our extensive training program uses our in-house PlantMaster manual, resource guides, on-the-job and workshop training. Our senior technicians will go with you periodically to evaluate and enhance your knowledge level. Horticulture is an in-exact science, and we are all still learning!

Our wages are above the industry average, and we offer benefits, even for part-time positions.

Our main office is in Amherst NY, which includes a 4000 square foot warehouse of plants, containers and silk. Our Rochester division has two drop off warehouses and local support staff.

We are always looking for good people to join the Botanicus team. If you know of anyone who might be interested in any of our career opportunities, please give them this information. Thank you for your interest.

A handwritten signature in black ink, appearing to read "Kathryn O'Donnell".

Kathryn O'Donnell  
President & Founder

165 Creekside Drive Suite 100 Buffalo, NY 14228

Phone (716) 691-7200 (585) 464-8333

# Plant Care Technician

## **Duties**

A trained Botanicus technician has assigned routes and is responsible for the complete care of plants and clients on their routes. Technicians go directly to their routes in uniform with equipment, and are paid mileage from their first account to their last account. Routes may cover a wide geographic range. At larger accounts, some equipment is stored on site. Most of Botanicus' accounts are serviced with a replacement warranty.

While caring for plants is a fun job, it's hard work! During the course of a day, our technicians may carry a hundred gallons of water, and spend all their time on their feet and walking around. It is a very physical job, and you will get dirty.

Training is accomplished on the job with another technician or senior horticulturist, in the warehouse in classes and workshops, through extensive written manuals and other material, and periodic "Plantmaster" meetings. The training process is long and intensive. It takes over one year to understand the seasonal changes of indoor plants. In addition to scheduled in-house training, our staff must make a commitment to learning on their own, including outside reading and studying of resource materials.

## **Hours & benefits**

A plant technician with Botanicus is scheduled based on mutual needs. Most offices are serviced during usual business hours (8 am to 5 pm, Monday through Friday). Technicians are scheduled from 4 to 8 hours a day, and three to four days per week. A technician typically works 20-35 hours. Horticultural Service Routes are usually serviced the same day every week or every other week. Our technicians are responsible to make arrangements to cover vacations, holidays, sick or personal emergency days.

In the past, we have started technicians with hourly rates above minimum wage, and we may give bonuses based on profitability and other factors. Your performance will be evaluated based on variety of factors, including plant quality, customer service, reliability, productivity and efficiency, as well as communication, cooperation, and team effort.

Benefits currently include sharing the cost of single health insurance, and group life and long-term disability insurance (if eligible), all based on average hours. Botanicus also offers a SIMPLE IRA, (similar to a 401K) with some level of employer matching.

## **Requirements**

Excellent communication and organizational skills are needed. You will need to provide your own transportation between accounts.

No horticulture experience is needed, but an interest in plants is helpful.

Passing a physical examination; see the "application job description" for a listing of the physical requirements for this position.



Send completed application (pages 1-3) to:  
165 Creekside Drive Suite 100, Amherst NY 14228  
Buffalo 71.6691.7200 Rochester

585.464.8333

Date \_\_\_\_\_ How did you hear about us? \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ best time to reach \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

What position do you desire? \_\_\_\_\_

Applying for: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time Ideal schedule (days/hours): \_\_\_\_\_

Why do you think you would like this position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What special skills or training do you have, which may qualify you for work with our company?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the components of the ideal job for you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you describe an ideal supervisor? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What goal would you like us to help you accomplish, if you came to work for us?  
\_\_\_\_\_  
\_\_\_\_\_

If applying for a position which requires driving, have you been ticketed for a moving violation in the last 3 years? If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_

What salary range do you desire? to start \_\_\_\_\_ after 1 year \_\_\_\_\_

\_\_\_\_\_

*We are an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status (except where a bona fide occupational qualification applies). Botanicus will keep completed and returned applications active for 45 days. After this time, a new application must be submitted to be considered for future openings.*

## Botanicus Application for Employment

### Employment (start with most recent)

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_  
Location \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job title \_\_\_\_\_ Starting wages \_\_\_\_\_ Final wages \_\_\_\_\_

\_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_  
Location \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job title \_\_\_\_\_ Starting wages \_\_\_\_\_ Final wages \_\_\_\_\_

\_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_  
Location \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job title \_\_\_\_\_ Starting wages \_\_\_\_\_ Final wages \_\_\_\_\_

Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

<b>Education</b>	name & location	From	to	Curriculum/major	Graduation
High School	_____	xxxxxx	xxxxx	_____	xxxxxxxxxxx
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

### Professional References

Name	Phone	Company	Title/relationship
_____	_____	_____	_____
_____	_____	_____	_____

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**Personal References**

Name	Address	Phone	Yrs known
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	

**Applicant's Statement:** I certify that statements made by me on this form are true and correct. I understand that if employed, any false statement on this application can be considered cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Application Job Description

## **Job Title and Overview**

Horticultural technician

A Botanica technician has assigned geographic routes, and is responsible for the complete care of plants and clients on their routes.

## **Essential Job Functions**

Technicians go directly to their routes in uniform with equipment, and must provide their own transportation. Technicians must make arrangements to cover vacations, holidays, sick or personal emergency days.

### *Duties include:*

Watering of plants - carrying at least 2 gallons of water in each hand (20 pounds), lifting watering jugs to add water to plants at 2 feet above floor level and up to 5 feet above the floor (for file tops and panel boxes). Climbing step and other ladders may be necessary to reach plant material at any height. Use of elevators.

Pruning and trimming plant material - use of hand-held pruners and overhead "pole-pruners" to reach branches up to 25 feet in the air. Removal of dead leaves and debris from soil or containers.

Dusting and cleaning of foliage and containers, using a variety of methods.

Safe moving of plants from warehouse to jobsite.

Insect and disease control using approved substances, including preventative measures.

Installation of replacement plants on site, and some repotting on site.

Monitoring of environmental conditions for plant survival, notification to clients of changes that need to be made, implementation of those changes.

Completion of required paperwork, including route sheets and client inventory .

### *Physical requirements (a physical examination is required):*

- majority of the day walking around and standing on their feet (>95%)
- squatting, stooping, and bending to reach floor plants, water, clean debris, etc.
- superior manual dexterity (grasping, pinching, wrist rotation, working with tools)
- some climbing and balancing (stairs, ladders, step stools, ledges, etc.)
- lifting equipment, water, and plants over head above shoulder level (up to 30 pounds)
- pushing and pulling watering carts and plants (up to 350 pound carts)
- speaking and hearing to communicate with clients and Botanica staff

I understand the description of this job and the essential functions, as given above. I also understand that all of the duties are not described above, and that I will perform those above and other related duties as directed by my supervisor and other management.

Signature \_\_\_\_\_ Date \_\_\_\_\_