

## About Botanicus, Inc.

Botanicus, Inc. is a diversified, eco-friendly interior landscaping company with over 39 years experience in the live plant care industry. We are a pioneer in growing, shipping, and acclimatization techniques. We provide a wide range of landscaping services from custom designing interior gardens to meeting all your holiday decorating needs throughout Western New York.

In 1971, Botanicus opened its doors as the Plant Parlour on Main Street in Buffalo. The first plants-only retail store in Western New York, we sold bonsai, grafted cactus, succulents and small plants. By 1974, the company boasted three retail stores, a glass greenhouse in Lockport, New York, and a 28 acre nursery in Bonita Springs, Florida. In the mid-1970's, Botanicus began offering commercial plant services to businesses in the Buffalo market, expanding into Rochester in the early 80's. By 1986, operations were consolidated in order to concentrate exclusively on business customers.

Several years ago, the company expanded its wholesale business, stocking a wide range of silk plants, palms, trees, flowers, and decorative containers. Our exclusive line of natural wood stem trees are custom built by talented designers in our WNY facility. You can count on us to create botanically correct silk plants for your home or office that are virtually indistinguishable from the real thing. Our products are perfect for those out of reach places, low-light areas and high traffic spots where plants do not thrive. We sell and ship artificial plants throughout the U.S. on our website, [www.CarefreeGreen.com](http://www.CarefreeGreen.com). At Carefreegreen.com, our stunning silk plants and trees come to you expertly arranged, looking great right out of the box and they will look great for year after worry free year.

Botanicus' extensive experience growing and installing plants, our cutting-edge horticultural techniques, and personalized service enable us to design exquisite interior landscapes. Seventeen highly trained technicians with combined experience of 160 years are always available to service over 500 clients in the Western New York area.

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.

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.



Kathryn O'Donnell, Serial Entrepreneur

**523 Fillmore Avenue Tonawanda NY 14150 Buffalo 716.691.7200 Rochester 585.464.8333**

[CarefreeGreen.com](http://CarefreeGreen.com)

**Botanicus.com**  
Interior Landscaping

[prunethis.com](http://prunethis.com)

# Installation Assistant

## Duties

### Warehouse Assistant with Live plants

- Care & preparation of live plants in warehouse as per work orders for new installs and replacements
- Assist in live plant shipments including unloading, checking, tagging, and staging occasionally on weekends
- Receive incoming items, check purchase order, update purchaser if any discrepancies or damage
- Maintain inventory items with quantity and SKU on boxes, initial and ongoing
- Assist with quarterly inventory counts

### Installation Assistant & Driver

- Moving and loading plants on and off 15' cube truck and around client space
- Deliver and install replacement plants with some onsite repotting
- Climbing step and other ladders may be necessary to reach or place plant material
- Occasional installation without cart access carrying of plant material up stairs or steps

### Silk Plant Orders and Tree Building

- Pull, prepare, pack & ship silk plants & planters
- Create custom trees and column shapes

### Seasonal Holiday Décor, Preparation & Installation

- Unbox, inspect, set-up, fluff trees, wreaths and greens
- Decorate greens with sprays, ornaments, etc.
- Plan and organize delivery, pickup schedule
- Load, unload, delivery, set-up, inspect holiday décor and poinsettias

### Other as needed

- Fill in for plant technicians on service routes as needed
- Assist with any projects as needed
- Any other duties as assigned, duties may be changed at any time
- Observe all procedures and safety rules

### Hours & Benefits

Position may be full or part time. Benefits currently include sharing the cost of single health insurance. Group life insurance, long term disability insurance (if eligible), all based upon average hours. Botanicus currently offers a 401K plan with some level of employer matching.

### Requirements

- Clean Driver's License Required
- Excellent communication and organizational skills are needed.
- 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.
- Basic computer skills (i.e. voicemail, e-mail). Basic photography a plus
- Detail Oriented
- Ability to plan, organize and follow through



Send completed application (pages 1-3) to  
523 Fillmore Avenue Tonawanda NY 14150  
Buffalo 716.691.7200 Rochester 585.464.8333

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

Name \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

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

Applying for: \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time (What is your 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
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 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 – Installation Assistant

## Job Title and Overview

Driver/Installation Assistant

## Essential Job Functions

A Botanicus installation assistant is responsible for preparation, installation, and delivery of live and silk plant materials to clients throughout the Western New York area. Botanicus installation assistant is responsible for pulling, preparing, packing and shipping silk plants and containers. Uniform and equipment is provided, as well as the company delivery vehicle(s) (clean driver's license required).

## Duties include:

Preparation of live and silk plant material and containers for new installations and replacement plants and shipping— clean, trim, pot into decorative containers. Dusting and cleaning of foliage and containers, using a variety of methods. Moving and loading plants on and off 15' cube truck, and around client space. Deliver and install replacement plants on accounts, with some on-site repotting. Climbing step and other ladders may be necessary to reach or place plant material. Occasional installation without cart access – carrying of plant material up stairs or steps. Receive shipments of merchandise and monitor inventory levels for ordering.

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.

Service support – carrying at least 2 gallons of water in each hand (16 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).

Completion of required paperwork, including daily time sheets, work orders, and pesticide reports.

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

- majority of the day walking around and standing on their feet (>95%)
- pick-up, loading and unloading items on truck and at businesses
- set up of installations including live plants, containers, soil, drainage material, silk plants and holiday décor.
- 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 Botanicus 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 \_\_\_\_\_