

## About Botanicus, Inc.

Botanicus, Inc. is a diversified, eco-friendly interior landscaping company with over 40 years' experience in the live plant care industry. Botanicus' founders pioneered systems for growing, shipping, and acclimatization techniques of tropical foliage plants. 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 in the Buffalo and Rochester metro areas.

In 2014 Botanicus created their e-commerce site, BotanicusGreen.com. BotanicusGreen.com offers an eco-friendly designer collection of stylish planters, pots and container accessories. Our 30-plus custom colors and finishes are UV resistant for indoors, lobbies, gardens and patios.

Botanicus' extensive experience growing and installing plants, our cutting-edge horticultural techniques, and personalized service enable us to design exquisite interior landscapes. Our highly trained technicians with combined experience of 160 years are always available to service many 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 beginning 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.

Botanicus is proud partner of The National Interiorscape Network. The NIN is an international alliance of elite companies who have united to set the standard for ethics, integrity, and premier service in the interior landscaping industry throughout the United States, Canada, and the United Kingdom.

Kathryn O'Donnell was named Top Trainer for Green Plants for Green Buildings in 2013. Over the past year she has reached over 120 architects, engineers, landscape architects and interior designers with a green message.

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**

# Plant Care Technician

## Duties

A trained Botanica Horticultural 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 Botanica's 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.

## Requirements

- 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
- You will need to provide your own transportation between accounts.
- Basic background check and drug testing

## Hours & Benefits

A plant technician with Botanica is scheduled based on needs. Most clients are serviced during usual business hours (8 am to 5 pm, Monday through Friday) on a 14 day rotation. 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.

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. Botanica currently offers a simple IRA with some level of employer matching.

Easily download our employment application.

Right click on one of the links below. Choose "save as" from the menu and save the application to your computer. Print the application; fill out the entire application (pages 1-3) sign and date.

Mail to  
Botanica, Inc.  
523 Fillmore Avenue  
Tonawanda, NY 14150-2510  
Or FAX to:  
Buffalo 716.691.5102  
Rochester 585.464.8134

Botanica, Inc. is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.



Send completed application (pages 1-3) to:  
523 Fillmore Avenue Tonawanda, NY 14150  
Buffalo 716.691.7200 Rochester 585.464.8333  
Or FAX to:  
Buffalo 716.691.5102  
Rochester 585.464.8134

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 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 \_\_\_\_\_

| Education   | Name & location | From    | to     | Curriculum/major | Graduation  |
|-------------|-----------------|---------|--------|------------------|-------------|
| High School | _____           | xxxxxxx | xxxxxx | _____            | xxxxxxxxxxx |
| College     | _____           | _____   | _____  | _____            | _____       |
| Other       | _____           | _____   | _____  | _____            | _____       |

## Professional References

| Name  | Phone | Company | Title/relationship |
|-------|-------|---------|--------------------|
| _____ | _____ | _____   | _____              |
| _____ | _____ | _____   | _____              |
| _____ | _____ | _____   | _____              |

## 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

Plant Care 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.

Delivery & installation of replacement plants on site, and some repotting on site.

Monitoring of environmental conditions for plant survival, notification to clients and supervisor of changes that need to be made, implementation of those changes, follow up to monitor satisfaction.

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 \_\_\_\_\_