

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 inexact 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

Installation & Service 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 & Service 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
- Artificial silk plant orders and tree building

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
- Basic background check and drug testing

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 simple IRA plan 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

Botanicus, Inc.

523 Fillmore Avenue

Tonawanda, NY 14150-2510

Or FAX to:

Buffalo 716.691.5102

Rochester 585.464.8134

Botanicus, 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 (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 _____

Education	Name & location	From	to	Curriculum/major	Graduation
High School	_____	xxxxxx	xxxxx	_____	xxxxxxxxxx
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

Installation & Service Assistant

Essential Job Functions

A Botanica installation assistant is responsible for preparation, installation, and delivery of live and silk plant materials to clients throughout the Western New York area. Botanica 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 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 _____