



# PRAIRIE MOON NURSERY®

local 507-452-1362 | toll free 866-417-8156 | [www.prairiemoon.com](http://www.prairiemoon.com)  
32115 Prairie Lane | Winona, MN 55987

*Prairie Moon Nursery is a native seed and plant nursery in the Driftless area of Southeast MN, 10 miles south of Winona. Since 1982, we have enjoyed steady and successful growth as one of the most reputable mail-order and internet suppliers for native wildflowers and grasses – both in seeds and plants. We carry over 700 native species and serve small backyard gardeners, large government agencies, and everyone in-between.*

*Order Fulfillment and Field Work positions at Prairie Moon are usually entry-level and an excellent way to be introduced into the conservation industry. These positions are an integral part of our business; we like to cross-train in different departments and promote from within. If you enjoy working with your hands, working outside with environmentally-conscious people, and value a sense of accomplishment, then this job is for you!*

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## **POSITION: Plant/Seed Order Fulfillment and Field Work**

- Full Time, Seasonal: 40 hours/week, Monday through Friday, typically 7am-3pm. We have positions with the following specs:
  - Starting
    - March 1<sup>st</sup>
    - Mid-April
    - Late-April
  - Short term positions - 3 month
  - Longer term positions – ending late October\*
  - \*Possibility of extension for year-round employment
- Rate: \$14.00/hour
- Job Duties could include any or all the following activities:
  - **Order Fulfillment:** To pick, pack, and ship seed or live plant orders quickly and accurately. Seeds are shipped year-round, while live plants are shipped during spring and fall periods of 1-3 months. Environments may fluctuate between hot greenhouses for potted plants or cool warehouses for dormant bare-roots and seeds.
  - **Field Work:** Primarily outside planting, weeding, and harvesting native plants in our seed production fields. We provide gloves, knee pads, and tools to accomplish these tasks.
- **Supervised By:** Each department has a direct Supervisor. Your Supervisor may change as you move between departments.
- **Essential Responsibilities and Duties:**
  - Ability to maintain attention to detail and a positive attitude while performing repetitive tasks.
  - Prepare and fill customer orders with correct species, lot numbers, and/or weights.
  - Fill orders on time; include instructions and pamphlets as needed, while carefully considering presentation and packaging.
  - Ability to learn simple computer tasks for shipping packages.

- Ability to work diligently and efficiently outside, even in the heat of the summer.
- Ability to spend long periods crouching while tagging plants, weeding, harvesting, or planting.
- Ability to lift 50 lbs.
- Must be able to change tasks rapidly and be flexible with changing supervisors.
- Prairie Moon is a non-smoking workplace.

**Position Qualifications, Knowledge, and Skills Requirements:**

- Dependable, energetic, and efficient.
- Able to work with deadline pressure.
- Able to remain focused, multi-task, and work quickly without supervision.
- Prior warehouse or field experience preferred.
- Ability to understand and communicate in English.

**Equipment Used:** Computer, inventory/order software applications in Windows environment, printer, telephone, calculator, seed scale, ladder, tape gun, weeding hand tools. Other machinery and warehouse equipment such as seed scarifier, bag sewer, and heat sealer.

**Physical Requirements:** Position requires standing and being on your feet for extended periods of time, often most of the day. Frequent lifting, up to 75 pounds with assistance. Crouching and reaching to the ground often for most of the day in all weather conditions.

**Working Conditions:** Environments include:

- Seed Warehouse: temperature controlled to be quite cool/dry, sometimes very dusty due to mixing of seed, noisy equipment.
- Greenhouse: cool in the shipping area and hotter in the greenhouse while caring for live plants.
- Root Shipping Cellar: cool, humid, and can be dusty, with restaurant-style, walk-in cooler.

Deadline to apply: February 20<sup>th</sup>, 2022. If you are interested, contact Sunshine Love, Production Assistant Manager, [sunshine@prairiemoon.com](mailto:sunshine@prairiemoon.com). Please attach a resume if you have one.

*Updated February 2022*