



PRAIRIE MOON NURSERY®

Local 507-452-1362 | Toll free 866-417-8156

www.prairiemoon.com

32115 Prairie Lane | Winona, MN 55987

Prairie Moon Nursery is a native seed and plant nursery in the lovely Driftless area of southeastern 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.

Position: ASSISTANT MANAGER OF OPERATIONS

Designation: Full Time, Seasonal: 40 hours/week, Monday through Friday, typically 7am-3pm from early-April to mid-November with a possibility of extension for year-round employment depending on staffing needs.

Supervised By: Operations Manager and Production Manager

Position Summary: We are seeking an enthusiastic and experienced individual to be a part of our Facility Operations team. This position prioritizes maintaining, expanding, and improving our methods of production. As we continue to grow, we seek to modernize our seed production with a creative and innovative mentality. *This is primarily an independent position.*

Essential Responsibilities and Duties:

- Assist Production Manager:
 - Control weeds and pests using an integrated pest management program
 - Utilize and maintain backpack sprayers and tractor boom sprayers
 - Keep detailed records of herbicide usage and locations
- Manage the overall nursery property:
 - Mowing
 - Spreading gravel for road maintenance
 - General maintenance tasks – indoors and outdoors
- Operate large equipment:
 - Tractors, combines, threshers, mills, sprayers, etc.

Applicants Must Have:

- Good organizational skills
- Ability to recognize problems and find solutions
- Experience using pesticides safely
- Ability to obtain a MN Pesticide Applicators License
- Ability to work independently while maintaining communication with the Operations Manager
- Ability to tackle multiple ongoing projects while maintaining a positive and motivated attitude
- A valid driver's license
- High school diploma or equivalent

Desired Qualifications, Knowledge, and Skills:

- 2+ years Operations Management and/or Agricultural experience
- Mechanical maintenance experience
- Construction experience
- Knowledge of agricultural equipment (i.e. tractors, combines, threshers, mills, sprayers)

Physical Requirements:

- This position is physically demanding. Lifting 50+lbs, bending, and working outside in extreme heat and cold is not uncommon. Prairie Moon is a tobacco-free workplace.

Pay Range: starting at \$17.00, pay commensurate with experience

Position is open until filled, with priority given to applicants that apply before February 20th, 2023. To apply, please send a resume and two references to Sunshine Love: sunshine@prairiemoon.com

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This position description in no way states or implies that these are the only activities to be performed by the employee responsible for this position.

February 2023



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