Order Fulfillment and Field Work

(March through October 2027)

Reports to: Changes seasonally. Plant Shipping Managers (Spring), and Production Director (Summer/Fall)

Overview:

Prairie Moon Nursery provides one of the largest native seed and plant collections available for retail sales in the eastern United States. Since 1982, we have enjoyed steady growth as one of the most reputable mail-order and internet suppliers for native wildflowers and grasses. We carry over 700 native species and serve everyone from backyard gardeners to large government agencies. Our small business is growing year by year, and our company culture is relaxed, informal, and highly rewarding.

Position Summary:

Order Fulfillment and Field Work positions at Prairie Moon are usually entry-level and are an excellent way to be introduced to 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, doing something different throughout the months, and value a sense of accomplishment, then this job is for you!

- **Order Fulfillment:** Pick, pack, and ship live plant orders quickly and accurately. Live plants are shipped during spring, summer, and fall periods of 1-3 months. Help to restock inventory and keep things moving efficiently in both departments.
- **Field Work:** Primarily late spring, all summer, and early fall outside planting, weeding, and harvesting native plants in our seed production fields. We provide gloves, knee pads, and tools to accomplish these tasks. In this position, different powered equipment like mowers and weed whips all the way up to tractors may be used with proper training.
- **All other tasks as assigned:** This can include helping with light cleaning of different areas of the building, projects to improve our space, improving efficiency, etc. This position wears many hats and may be shifted and cross-trained to help wherever is needed, especially during busy seasons.

Schedule:

Roughly 40 hours per week, but could be a less depending on weather and business needs. Monday – Friday, typically 6-8 AM to 2-4 PM. Earlier starting times during field work to beat the heat are possible (roughly 5 AM – 1 PM)

Desired Qualifications, Knowledge, and Skills

- Ability to maintain attention to detail and a positive attitude while performing repetitive tasks.
- Fill orders on time; including instructions and pamphlets as needed, while carefully considering presentation
- and packaging.
- Ability to learn simple computer tasks for shipping packages.
- Prior warehouse or field experience preferred.
- Must be able to change tasks rapidly and be flexible with alternating supervisors.

Physical Requirements:

This is a physically demanding position. Below are some requirements of the job.

- Ability to stand and be on your feet for extended periods of time, often most of the day.
- Frequent lifting: up to 50+ pounds with assistance.
- Pushing and pulling heavy greenhouse carts.
- Crouching and reaching to the ground for most of the day in all weather conditions.
- Ability to work in all types of weather, including outside in the summer heat.

Working Environments:

- **Greenhouse Shipping:** Cool in the shipping area or hot and humid in the greenhouse while caring for potted plants.
- **Root Shipping:** Cool, humid, and can be dusty, including time spent in a restaurant-style, walk-in cooler.
- **Field:** Full exposure to outdoor elements. Sun hats, long sleeves, and long pants are recommended or required.

Compensation/Benefits:

- Starting wage is $17.50 per hour.
- MN Safe and Sick Time.
- Employee discount.
- Flexible time off.

Other Notes:

- Prairie Moon Nursery is a dog-friendly work environment.
- Non-smoking/vaping work environment.