



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 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.

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, and value a sense of accomplishment, then this job is for you!

POSITION: Plant Order Fulfillment and Field Work

Pay Rate: \$16/hr

Designation: We are hiring for seasonal positions ending in late October, with potential for year-round employment depending on staffing needs. Full-time availability is preferred, but part-time may be considered based on your schedule. We are looking for 1-2 employees to start in early February and 2-3 employees to start in mid-April. The schedule is up to 40 hours per week, Monday through Friday, typically 6-7 AM to 2-3 PM, with some flexibility available.

Position Summary - job duties include the following activities:

- **Order Fulfillment:** to pick, pack, and ship live plant orders quickly and accurately. Live plants are shipped during spring, summer, and fall periods of 1-3 months.
- **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.

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.

Applicants must:

- Be dependable, energetic, and efficient. Positive attitude a must!
- Have the ability to work with deadline pressure.
- Be able to multi-task and work quickly without supervision.
- Have the ability to work diligently and efficiently outside, even in the heat of the summer.
- Be able to spend long periods crouching while tagging plants, weeding, harvesting, or planting.

Physical Requirements:

- 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.
- Prairie Moon is a tobacco-free workplace.

Working Environments:

- Greenhouse: cool in the shipping area or hot and humid in the greenhouse while caring for potted plants.
- Root Shipping Cellar: 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 recommended.

Position is open until filled, with priority given to applicants that apply before February 20th, 2024. If you are interested, please send your resume to Kelly Haefs: kelly@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.



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