

## JOB DESCRIPTIONS / ADS for 2017 FOR HARLEQUIN'S GARDENS

- **FULL-TIME March-Oct. RETAIL SALES position for Perennials Specialist** at organic nursery in Boulder. Must have Horticulture/Nursery experience, be team player, organized, with good communication & computer skills, able to do some physical work. Duties include plant and product sales, customer service, tracking & managing perennials stock, quality control, re-stocking, record-keeping, attend monthly staff meetings. 5 days/wk, must include at least 1 weekend day. Send letter and resume to [Staff@HarlequinsGardens.com](mailto:Staff@HarlequinsGardens.com).
- **FULL-TIME Mar-Oct. RETAIL SALES position for Woody Plants Specialist** at organic nursery in Boulder. Must have Horticulture/Nursery experience, be team player, organized, with good communication & computer skills, able to do some physical work. Duties include plant & product sales, customer service, receiving, re-stocking & quality control of woody plants, record-keeping, attend monthly staff meetings. 5 days/wk, must include **at least one weekend day**. Send letter and resume to [Staff@HarlequinsGardens.com](mailto:Staff@HarlequinsGardens.com).
- **FULL-TIME MAINTENANCE position available at organic plant nursery** for person with some Horticulture/Nursery/Gardening experience. Outdoor work; duties include **non-toxic** maintenance of display gardens and pest management of container plant stock (weeding, cleaning, fertilizing, pest-control applications, some watering, planting, soil prep). Requires good communication & record-keeping skills, attention to detail, desire to learn, physical exertion. Send letter and resume to [Staff@HarlequinsGardens.com](mailto:Staff@HarlequinsGardens.com).
- **WANTED: CASHIER** for organic retail plant nursery in Boulder. **5 days/wk (Thurs-Mon, 8:30 – 4:30) March 30 through June, possibly beyond**. Requires a patient, friendly person with positive attitude, good customer service skills, accuracy, good computer skills, willingness to help with other tasks when not cashiering. Gardening experience very helpful. Send letter and resume to [Staff@HarlequinsGardens.com](mailto:Staff@HarlequinsGardens.com).
- **EXPERIENCED BEEKEEPER** for organic retail nursery with beekeeping supply shop in Boulder. **Part time position** for good communicator with flexibility. Duties include maintenance of existing hives, assisting customers with beekeeping questions and purchase of beekeeping supplies, re-stocking & inventory assistance, building Langstroth hive bodies and frames. Must be a team player with willingness to help with other tasks when not working on beekeeping matters. Send letter and resume to [Staff@HarlequinsGardens.com](mailto:Staff@HarlequinsGardens.com).
- **FULL-TIME OFFICE WORK & STORE SUPPORT position available** at organic plant nursery in Boulder. Requires a positive, creative, flexible, tech-savvy person with excellent skills in communication, team-work. Duties include data entry, social media, bill-paying, label and sign-making, advertising and promotion, supply orders, staff and customer support. Send letter and resume to [Staff@HarlequinsGardens.com](mailto:Staff@HarlequinsGardens.com)