



1895 Clintonville Road • Paris, KY 40361  
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## **GREENHOUSE POSITION**

### **I. Wages and Hours**

- A. Starting pay is TBD. Raises thereafter will be based on job performance.
- B. Hours are from 7:30 am to 5:00 pm weekdays and occasionally you may be required to work ½ day on Saturday OR Sunday. You will have an hour off for lunch from 12:00 pm to 1:00 pm (during the busy seasons, work time after 5:00 pm may be required as well as a full day on Saturday).
- C. Since the government designates us as agricultural work, overtime (time and a half) is only paid on hours worked the 7<sup>th</sup> consecutive day.
- D. There are no preset break periods. You may take restroom or drink breaks as necessary.
- E. The workweek runs from Monday through Sunday. Paychecks are distributed every Wednesday at 5:00 pm.

### **II. Major Duties**

- A. Transplant seedlings and rooted plants.
- B. Assist pulling orders and loading trucks.
- C. Groom plants (picking off dead leaves, etc.)
- D. Move and space plants in greenhouse
- E. Assist in keeping greenhouses and work area clean.

### **III. Time Off**

- A. If you are unable to come to work on a particular day (doctor's appt, etc.), report it to Jim Means, manager, and then to the office as soon as you become aware of your obligation. A doctor's excuse is required and must be turned into the office.
- B. If you are sick and unable to come to work, you must call the office as soon after 7:30 am as possible.
- C. The following holidays are eligible for holiday pay: New Year's Day and Christmas Day and are paid according to our holiday policy.
- D. After one year of continuous service, you will be eligible for one week of paid vacation according to our vacation policy.

### **IV. Work Conditions**

- A. Expect to get dirty -it is unavoidable working with plants and dirt.
- B. The greenhouses are very hot when the sun is shining, and may get rather cool in the winter.
- C. You will be on your feet all day and may be stooping and bending.
- D. Lifting plants in their containers and carrying them to their destination.
- E. Pulling and pushing may be necessary in moving the plants on carts.

### **V. Requirements**

- A. If you resign your position, before receiving your last paycheck, you must report to the office to fill out a resignation form.