

## **General Duties and Responsibilities for Internships**

Internships with Hoffman Nursery, Inc. involve work focusing on gaining and improving knowledge of the general workings of a wholesale ornamental and native grass nursery. An intern will also perform manual labor, which may expose him or her to intense weather, especially heat and humidity, and to other nursery commonalities such as dust, dirt, and chemicals. All interns and staff are required to follow all safety policies and guidelines as outlined in the employee manual, as instructed by nursery personnel, and in safety meetings.

All internships may include these responsibilities:

- Maintaining accurate nursery records
- Helping perform routine nursery tasks, including but not limited to: planting, watering, weeding, trimming, and overall daily greenhouse and garden maintenance
- Conducting an independent project determined by the intern's interests and nursery priorities
- Performing other duties as assigned

## **General Nursery Management Internship**

This internship will help the participant understand various parts of the business and how they work together to make our wholesale ornamental and native grass nursery operate successfully. The intern will spend time with most sections of the business including growing, shipping, production, sales, marketing, facilities, inventory, and more. If an intern has a strong interest in a particular area of the business, we may be able to accommodate a more thorough exploration of that area of interest. This program will provide practical experience in running a nursery in today's evolving industry.

### **Duties, Responsibilities and Opportunities May Include\*:**

- Working in each section of the nursery – growing, shipping, sales, production, propagation, marketing, facilities, inventory and others
- Learning about technologies used in a commercial nursery setting
- Creating and giving a presentation about your internship experience, describing what you did, what you learned, and offering observations about the nursery
- Participating in general nursery duties:
  - General nursery work. May include weeding, planting beds and fields, working in the landscape, and other miscellaneous duties
  - Splitting plants to uniform sizes appropriate for potting
  - Maintaining product quality by removing dead plant material and weeds
  - Scouting greenhouses and stock plants for pest and disease problems
  - Assisting with activities in greenhouses such as weeding, watering, plant organizing, fertilizing and cutting back plants
  - Helping monitor quality of new production
  - Assisting propagation department with sowing out seed trays, collecting and cleaning seed, and cleaning trays and other miscellaneous duties
  - Assisting with general nursery projects which may include light construction and irrigation installation and repair
  - Assisting shipping department, which may include organizing plants, boxing plants, checking plants for accuracy and quality, paper work, and loading and unloading trucks
  - Assisting with maintenance of landscape and display gardens

- **Duties, responsibilities and opportunities may include\* /continued/:**
  - Attending meetings or conferences on- and off-site as offered or requested
  - Learning about and participating in administrative and support duties:
    - Learning about sales and marketing strategies and processes
    - Participating in a small marketing project
    - Learning about safety and HR compliance
    - Assisting with specific projects

**General Job Expectations for All Interns**

- Be dependable by completing work by given deadlines
- Arrive at work on time
- Be able to take initiative over projects
- Ask questions when you do not understand something about an assignment
- Be able to adjust to change when it occurs within the nursery or in projects on which you are working
- Maintain a positive attitude at all times
- Act professionally and courteously with coworkers
- Follow all safety policies and instructions
- Be in alignment with Hoffman Nursery Core Values:
  - Be nice
  - Keep getting better
  - Do the right thing
  - Learn something new every day
  - Make it count
  - Celebrate success
  - All in

**\*Note:** *This document is an overview only. Hoffman Nursery reserves the right to alter the program or its contents at any time without prior notice.*

**Academic Credit**

You are welcome to apply for an internship with Hoffman Nursery without receiving academic credit. If you are interested in receiving academic credit for an internship with us, Hoffman Nursery must review and agree to your school’s requirements **BEFORE** an internship begins. You **MUST** submit your school’s requirements with your application. If Hoffman Nursery is unable to comply with those requirements, and you are selected, you will have the opportunity to be an intern without receiving credit.

**How to Apply**

Complete and submit your application, resume, cover letter, and requirements for academic credit (if applicable) online. Application can be accessed on our Careers page.

**Important Dates:**

- December 20, 2018 – Application available through Hoffman Nursery Careers page**
- March 22, 2019 – All application materials due**
- April 2, 2019 – All applicants notified of their status by this date**
- May 28 – August 2, 2019 – Internship dates**