



Wilson's Hillview Farm, Inc

Wilson's Garden Center

10923 Lambs Lane NE

Newark Ohio 43055

(740) 763-2873 (740) 763-2874(FAX or Voice) (877) 389-6295 (Toll Free)

www.great-gardeners.com

What It Takes To Be A Wilson's Garden Center Employee

Who Are We?

Wilson's Garden Center is a family-owned business. We celebrated our 60th anniversary in 2018. Initially operating as a vegetable farm and farm market, we evolved into a greenhouse/garden center in the late '60s and early '70s. We are now a retail garden center whose products include bedding plants, trees, shrubs, perennials, houseplants, roses, accessories and supplies for the garden and gift items. Our growth depends on repeat customers who respond to a combination of our quality products, the service they receive from our employees and the overall satisfaction they get from their shopping experience with us. In short, we wouldn't be in business without our customers. We are an award-winning business with the Consumers' Choice Award winner for Garden Centers in Central Ohio for 2009-2021, selected to the Revolutionary 100 Garden Centers in the country for 2011- 2014(They no longer do it) and Best of the Best for Licking County 2020-2022.

We consider our employees our most important asset, and this is what we expect from you:

Image

Image is essential to us. We wear clean, neat clothing and baseball caps worn forward. Wilson logo shirts are the attire for retail staff. Stained, torn, revealing or excessively baggy clothing is unacceptable. Good hygiene is expected.

Attitude

You are expected to show up on time and be ready to work. You are to check in with your manager upon arriving for the day's tasks and follow up before leaving at the end of your shift. We encourage our employees to take the time to offer ideas or suggestions that might make our company run more efficiently, service our customers better, increase our business, or save us time and money. We expect our company policies to be followed and respected.

Physical Work Environment

You will work both indoors and outdoors in all types of weather conditions, including sun, heat, cold, and rain. Your job is physical and requires frequent bending, grabbing and lifting. You will be on your feet all day, standing or walking, and throughout, you will need to be both pleasant and energetic. Note: You will need to be able to lift at least a 5-gallon shrub/tree and a 2cu. ft. bag of soil/mulch (on your own).

Social Work Environment

We have a very social, caring and outgoing staff. You must be able to get along well with people and the rest of our staff to be a cohesive part of our "team." Our company does not tolerate chronic complainers. All employees must be able to get along with each other. We will not accept personal complaints of a fellow employee unless their actions make you feel uncomfortable, affect your ability to complete your work correctly, is illegal, or is a safety hazard. We expect every employee to carry their weight and properly perform their responsibilities. In return, we are flexible and will support your growth both personally and professionally.

Customer Service

As an employee of Wilson's Garden Center, you must be able to offer prompt, energetic, enthusiastic and courteous service with a smile. You will need to have the ability to be patient when confronted with a challenge and to seek out knowledge of our plants and products continually. Our employees have to act with a sense of urgency towards our customers. Their time is valuable to them, as is ours. The help they receive from our staff should be prompt, excellent, caring and exceed the customer's expectations.

Training

Wilson's has a training system that each employee is required to complete.

Summary

I have read and understood the principles stated above. If hired, I pledge to live up to the standards expected of me. **This signature acknowledges that I have read and understood what is written.**

Signature: _____ Date: _____ 2023



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Cashier Positions

Interviews for Retail area begin mid-March

New hires stagger start throughout mid-March and April

Cashiers are some of our most important customer service representatives. They are often both the first and last impression of our business. It is the responsibility of the cashier to greet, efficiently determine the needs of each customer or phone call and connect them with the appropriate person. At the register, prompt, accurate and friendly service is expected. Customers should leave feeling that they have had a positive experience. In between customers, cashiers are responsible for maintaining the appearance of the interior of the garden center based on brand standards.

Responsibilities Include:

- Greet customers when entering and thank them as they leave the store.
- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds or change.
- Bag or box purchased plants and merchandise.
- Meet customer needs; make sure they feel welcomed and appreciated. Help answer any gardening questions they may have (or direct them to another staff member to answer).
- Maintain clean and tidy checkout areas.
- Keep the sales area neat and clean. This includes weeding, sweeping and dusting (depending on the area).
- Plant care duties in all departments include watering, weeding, tagging, stocking, moving, trimming, planting and potting.
- Assist in the unloading of deliveries.
- Every department pitches in and helps other departments when needed.

Qualifications & Requirements Include:

- Must be 16 and older (as of January 1, 2023).
- Basic PC knowledge.
- Good math skills.
- Strong communication and time management skills.
- Ability to meet the physical demands of the job.
- Honest, reliable, energetic, hardworking, punctual and well-groomed.
- Flexibility to work various shifts. We generally schedule 2 shifts. May hours are Sunday-Thursday 8 am-6 pm and Friday-Saturday 8 am-7 pm. Prior commitments, such as school, may be worked into your schedule. **It is essential that you are able to work weekends throughout mid-April through mid-June.**
- Ability to work in a fast-paced environment.

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- Able to get along with others as a team member and work independently.
- Although every consideration for comfort is taken, we do have to work in ALL weather conditions. Be equipped to work in sun, heat, rain, snow and cold. However, the few days of bad weather are greatly outnumbered by the beautiful days. What's better than being outside on a beautiful day?
- Able and willing to do physically demanding work. (No gym membership needed!) We try and make work as entertaining and fun as possible. However, be prepared to get dirty and/or wet. Physical tasks include, but are not limited to: bending, stooping, lifting, pushing and pulling carts, wagons and hoses, but are not limited to: bending, stooping, lifting, pushing and pulling carts, wagons and hoses.



Wilson's Hillview Farm Inc.
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 10923 Lambs Lane NE
 Newark, OH. 43055
 (740)763-2873

Application For Employment

Wilson's Hillview Farm Inc is an
 Equal Opportunity Employer

We Are A Drug-Free Work Place

Please Answer All Questions In Ink. PLEASE PRINT

Personal Information

Date:

Name: (Last, First, Middle):

Home Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

Circle Position(s) You Are Applying For:

Date You Can Start:

Production Office

Circle Days You Can Work: M T W TH F SA SU

Retail: Cashier Loader Sales Floor

How Many Hours A Week Are You Available?

Have you previously applied at Wilson's? Y N
 (Indicate if under different name)

If yes, list dates:

Have you ever worked at Wilson's? Y N

If yes, list dates:

Are You Under 18?(For Child Labor Law Purposes) Y N

If yes, date of birth:

Education Record:

High School (Name, City, State):

Graduate: Y N

If Still Student Circle Grade: 9 10 11 12

Business/ Technical School Or College (Name: City, State):

Did You Graduate: Y N

Degree(s) Earned:

Legal: Have you ever been convicted of a crime other than a minor traffic violation? Y N

If yes, please explain.

NOTE: Answering "yes" to this question is not an automatic bar to employment. Arrest records and juvenile, sealed, and expunged records should not be disclosed, including sealed records regarding cases where you were found not guilty of an offense; where the underlying complaint, indictment, or information was dismissed; or where a no bill was entered against you by a grand jury. You should also not disclose sealed records regarding judgments vacating or setting aside convictions on the basis of DNA testing. Any other criminal record not disclosed by you may be considered falsification of this application, which may result in revocation of your employment offer or termination of your employment.

Computer Experience

Publisher	Basic	Intermediate	Advanced
Excel	Basic	Intermediate	Advanced
Word	Basic	Intermediate	Advanced
Access	Basic	Intermediate	Advanced
Emailing	Basic	Intermediate	Advanced

Have you ever been terminated or asked to resign from a job? If yes, please explain.

Tell us anything else that you think we should know about you.

Work History (Start with the most recent) Indicate If Employed Under Different Name.
Please account for any periods of unemployment

Employer: _____ **Dates Employed:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Ending Pay Rate:** _____

Position/ Duties _____

Supervisor's Name: _____ **Still Employed?** Y N

Reason For Leaving: _____

Employer: _____ **Dates Employed:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Ending Pay Rate:** _____

Position/ Duties _____

Supervisor's Name: _____ **Still Employed?** Y N

Reason For Leaving: _____

Employer:

Dates Employed:

Address:

City:

State:

Zip:

Phone Number:

Ending Pay Rate:

Position/ Duties

Supervisor's Name:

Still Employed? Y N

Reason For Leaving:

Employer:

Dates Employed:

Address:

City:

State:

Zip:

Phone Number:

Ending Pay Rate:

Position/ Duties

Supervisor's Name:

Still Employed? Y N

Reason For Leaving:

Employer:

Dates Employed:

Address:

City:

State:

Zip:

Phone Number:

Ending Pay Rate:

Position/ Duties

Supervisor's Name:

Still Employed? Y N

Reason For Leaving:

Employer:

Dates Employed:

Address:

City:

State:

Zip:

Phone Number:

Ending Pay Rate:

Position/ Duties

Supervisor's Name:

Still Employed? Y N

Reason For Leaving:

References: List people who know you well. (DO NOT LIST RELATIVES)

Name	How Long Known Person	Phone

Statement Of Accuracy. Please Read and Sign
Be sure you have filled out application completely.

The information provided by me in this application for employment is true and complete to the best of my knowledge. I understand that any false statements or omission of information on this application (even if discovered after employment) may lead to dismissal or denial of employment. You are hereby authorized to conduct any investigation of my personal history and I release all parties from all liability for any damage that may result from utilization of such information.

I understand that employment at Wilson's Garden Center is at-will, which means that my employment can be terminated, with or without cause and with or without notice, at any time, at the option of the employer or me. I understand that receipt of this application by Wilson's Garden Center does not imply employment and that this application and/or any other Wilson's documents are not contracts of employment.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or make any agreement contrary to the foregoing, unless it is writing and signed by an authorized company representative.

Signature: _____ Date: _____