

# GREEN ACRE FARM & NURSERY'S HIRING POLICY

## High School & College Students

Seasonal and part-time employees are essential to Green Acre. To put the seasonality of our business in perspective, we will do more business on a busy Saturday in May than we will do in all of January, February and March, COMBINED. Our busiest week in May, though only 1/52 of the calendar, accounts for 1/10 of our sales. The month of May accounts for 30% of our year's total. There is no way we could properly serve the needs of so many customers that time of year without the hard work and dedication of our seasonal staff. Because of the importance seasonal staff plays in our operation, we take the hiring of these people very seriously. Students are major source of our seasonal pool.

Some of the spring tasks we look to for help from high school and college age students include cashiering, carry-out, cleaning, stocking, and the occasional unloading of trucks.

Each year we have many requests from high school and college age students for summer jobs. Our busiest period, by far, is from approximately May 1st through June 25th. Intense preparations for the spring peak occur from about April 25th. Our need for labor declines steadily over the summer. The focus of our efforts in hiring students is to look to those who are able to work evenings and weekends while school is in session. Such students are very important to us and are given first priority in receiving summer hours. Owing to our business cycle, we rarely have need for workers who come available sometime after the end of May.

Our goal is to hire as few high school and college students as possible to get through peak. For our company, the benefit in limiting the number of employees is that there are fewer

people to train and manage. For those hired, the benefit is that there are fewer people among whom to split up the summer tasks, resulting in more hours per employee per week in non-peak periods. To achieve this goal, a certain amount of sacrifice is required in the spring by any student who works at Green Acre. We fully appreciate the potential conflicts during late April, May and June. Exams, Mother's Day, weddings, proms and graduations all occur during that period. There are also many social opportunities just to enjoy the beautiful weather.

Our firm is a primary provider of products and services for the very events students may wish to attend. Naturally, this is a difficult balancing act. For someone graduating from high school, as an example, we fully recognize and accommodate the need for the graduate to attend the rehearsal, the ceremony, and any other school-sponsored activity that accompanies graduation. Graduation parties, however, are another matter. Attendance at parties should be kept to an absolute minimum during the peak nursery selling hours of 10-4 on Saturday and noon to 4 on Sunday. If such sacrifices are not made, our only alternatives are to give poorer service or to hire more people and then cut everyone's hours all summer long. Neither option is acceptable. Before applying, please check to see what your availability is during the months of May and June. We will ask you this during the interview.

Requests for time off must be submitted well in advance, and should only be requested for matters of significant importance. Those who are perceived to carry less than their share of the load during peak will be the first to be dismissed following peak.

We cannot over-emphasize the impact of weather on our business. Weather can both affect the

conditions one works in and the hours one receives. Chances are, some portion of a May weekend will be rained out. Employees need to be prepared to work in the elements. If bad weather persists, we may need to send people home. However, business is particularly strong when sunny weather follows rainy weather because the number of prime shopping days are reduced. Like farmers for generations, we need to "make hay while the sun shines" which may lead to us requesting additional hours from some.

While our absolute peak occurs between Mother's Day weekend through Memorial Day weekend, we stay quite busy through most of June. Thereafter, we struggle to keep all students hired in a given spring busy all summer. Both the weather & THE ECONOMY determine how busy we stay. We do our best, however, to give as many hours to as many students as we can as long as possible. Those who have given us the best value through their efforts, abilities and availability are given first opportunity to work the following year.

Once in a while we are delighted to find a student with an avid interest in learning about and assisting customers in the purchase of plants or other products. Such students are in demand spring, summer, and fall to help us provide the highest level of customer service possible.

Please give these matters your careful consideration before applying to Green Acre. Minimum wage, as of January 2019 is \$11.10 per hour and that is where all students will start. We expect our students to work hard to earn this rate. We do believe that our company is a great place to work and a great place to learn how to work. Yet, despite the fact that many of our student employees prefer Green Acre as a place to work over say, a grocery store, Green Acre is not for everyone. The seasonality of our business requires sacrifices that need not be made at many other places of employment.

Should you join us, we hope you would take advantage of the opportunity to learn of the wonderful world of plants. It's a love you will carry with you for life.

## AVAILABILITY CALENDAR

Please fill out the following calendar with specific information about when you will need time off and when you will complete the school year. If you only need a portion of the day off, please include the specific time you are requesting off. Important dates to remember will include family vacation, exams, prom, graduation and school sporting events. **You will not be considered for employment until this is turned in.**

### May

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

### June

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

I have read and understand the Green Acre's hiring policies for high school students/college students. I have filled out the calendar as thoroughly and as accurately as possible.

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Applicant Signature

Date

