

## HORTIKI PLANTS

Hortiki Plants Manufacturing and Distribution Center  
9201 Hampton Overlook  
Capitol Heights, MD 20743

[www.hortikiplants.com](http://www.hortikiplants.com)

### POSITION DESCRIPTION: PRODUCTION AND FULFILLMENT ASSOCIATE

#### COMPANY BACKGROUND

Hortiki Plants makes it easy and fun for beginner and small-space gardeners to grow edible plants. Hortiki Plants provides eco-friendly gardening kits, hands-on gardening education, and best-in-class customer support.

Hortiki Plants seeks to:

- Create gardening products that are fun and simple to use.
- Demonstrate a clear and sincere commitment to environmental protection.
- Be a leader in community development.

Hortiki Plants is growing fast with promising new partnerships on the horizon. From 2021-2023 Hortiki's primary focus will be on expanding operations, building a great team, and putting systems in place to ensure the long-term sustainability of the business.

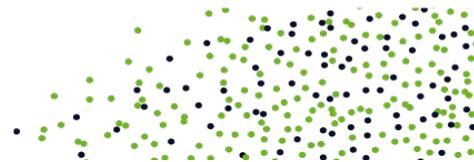
#### PRODUCTION AND FULFILLMENT ASSOCIATE

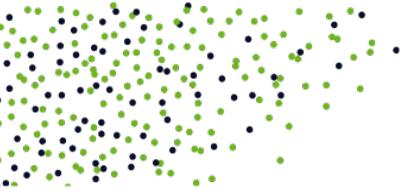
**Hortiki Plants is seeking a Production and Fulfillment Associate to assemble gardening kits and ship e-commerce orders.** The right candidate will be skilled at following a standardized process to ensure that every product that leaves Hortiki Plants is put together perfectly. This is a fun and fast-paced position that will allow team members to touch every part of the Hortiki Plants production and distribution process.

**Production and Fulfillment Associates (PFA) who join the company now will have excellent opportunities for growth!** Opportunities will be available for supervisory roles. There will also be opportunities for training and leadership in supply chain management and operations management.

#### A GREAT FIT FOR THIS POSITION

*This is a great position for you if you are **passionate about Hortiki's vision.*** Hortiki Plants is a business with great vision. There are opportunities to serve individuals who want to learn to garden by providing innovative products, gardening classes and gardening retreats. There are opportunities to work with corporate, nonprofit, and government organizations to supply sustainable materials and education. There are opportunities to support women and minority farmers, providing new markets for their products and treating them as respected partners. Finally, there are incredible opportunities to support communities in need, through intentional investment, training, and support.





If being part of such a vision sounds exciting, Hortiki Plants might be the right fit for you. Hortiki needs highly skilled people to ensure the work of the business is executed flawlessly. But more importantly, *Hortiki needs passionate team members who have a heart for the mission of the business.* Team members who believe there is no limit to how far we can go, and who are eager to use their gifts in the service of others.

*This is a great position for you if you **can follow a recipe.***

- Can ensure a high quality, standardized product goes out to every customer.
- Comfortable doing routine jobs and sometimes the same job all day to prepare different materials for distribution. (For example, may need to spend several days in a row assembling boxes, or bagging soil, before moving on to other tasks).
- Strong attention to detail.

*This is a great position for you if you are **a self-starter, flexible, and eager to improve the process.***

- You are willing to learn all the components of the production process and support whatever projects are a priority for the day.
- When you finish a task, you look around for other work that needs to be done.
- You are good at thinking of ways to improve a process to make it faster and more efficient.

*This is a great position for **a helper and a great team player.*** Hortiki Plants is growing rapidly but for the foreseeable future, it will be powered by a small, but mighty team. A great PFA will be willing to help however they can, to get the work done. "That's not my job" cannot exist. "How can I help" must always be the perspective, even if it means taking on unfamiliar tasks.

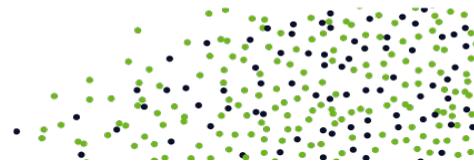
*This is a great position for you if you are **eager for professional growth.*** There will be great opportunities for growth for someone who is:

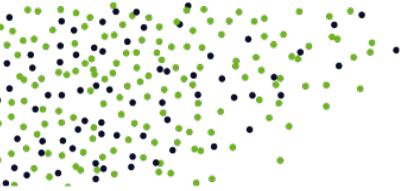
- Ambitious about their future and interested in a career in production management, supply chain management, and/or operations management.
- Wants to grow their leadership and supervisory skills, serving as a guide and support for other team members.
- Good at organization. Can help organize inventory and maintain workstations.
- Is interested in learning how to create standard procedures and training materials
- Great at communicating. Can clearly explain, step-by-step, how and why they do things to other team members.

*This is a great position for you if you are **positive and kind.*** This is an active, high energy job. Even when tired, great team members will communicate with kindness and respect. If your natural inclination is to encourage others when times are hard, Hortiki could be a great fit for you.

### **PRIMARY RESPONSIBILITIES**

- Preparing gardening kit materials
  - Mixing and bagging soil
  - Working with plants to prepare them for shipment
  - Putting small items into protective boxes and envelopes for protection during shipping
- Assembling gardening kits
  - Putting together boxes
  - Packing gardening materials into containers and boxes ready for sale and shipping
- Fulfilling e-commerce and wholesale orders





- Retrieving inventory from storage locations
- Printing packing slips and applying shipping labels to outgoing orders
- Packing multi-item orders for shipping.
- Quality Control. Checking to ensure each product is correctly packed to ensure a happy customer.
- Helping load orders onto shipping trucks
- Receiving Inventory
  - Offloading delivery trucks and moving product into the warehouse (using pallet jacks and other tools. Training will be provided).
  - Stacking new inventory onto shelves and prepping inventory for assembly
  - Inspecting the inventory for damage, flaws, and irregularities.
- Coming to work consistently and on-time to help ensure we are always shipping customer orders out on-time.

**ADDITIONAL RESPONSIBILITIES MAY INCLUDE:**

- Counting and tracking inventory.
- Helping to create standard operating procedures for each workstation.
- Training new team members.
- Other duties as needed.

**REQUIRED EXPERIENCE AND QUALIFICATIONS:**

- High school diploma or GED.
- Ability to read and interpret invoices and shipping labels to pack orders correctly
- Desire to work in a fast-paced, physical position that gets you up and moving
  - Ability to work in a warehouse environment.
  - Able to stand for extended periods of time
  - Able to lift and carry 30+lbs
  - Able to operate warehouse machinery (including but not limited to pallet jacks, soil bagging machines, lift tables, etc.). (Training will be provided).
- Dependable, trustworthy, punctual, and proactive
- Superior work ethic
- Enthusiastic, with a positive attitude
- Ability to work both independently and as part of a team

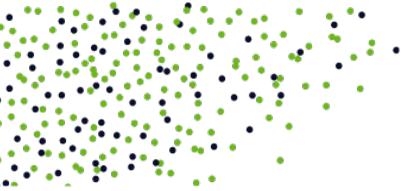
**PREFERRED EXPERIENCE:**

- Knowledge of warehousing procedures an advantage.
- Previous experience as a Fulfillment Associate.
- Great position for veterans!

**POSITION DETAILS**

- Starting salary: \$15 - \$18/hour. High potential for promotion and salary increases.
- Full-time position
- Worksite: On-site work at Hortiki Plants' Manufacturing and Distribution Center in Capitol Heights, Maryland required





- Remote Work: None
- Travel: Rare
- Work Schedule:
  - Monday – Friday. 7am -3:30pm
  - Occasional overtime may be available to support large/urgent orders.

### **COVID-19 REQUIREMENTS**

- Work will be done in accordance with COVID-19 safety guidelines during the public health emergency (i.e. work will be socially distanced, all persons will get routine temperature checks, wear masks and face shields, get vaccinated, use sanitizing stations, etc.).
- Personal protective equipment will be provided

### **BENEFITS**

- Health insurance
- 401k and matching (Available for full-time employees after vesting requirements met)
- Paid time off
- Workers compensation insurance
- Birthdays OFF! Go celebrate you!
- Paid training and opportunities for promotion
- Free seeds and plants. (I know. This is the *best* part!)

### **THE FOUNDER'S COMMITMENT TO YOU**

- I will be kind and always treat you with respect.
- I value your opinion and will strive to improve my leadership based on your feedback.
- I will be clear about expectations, communicate frequently about how you are doing, and be transparent about where the company is headed.
- Pay and benefits will grow along with the company.
- Working for Hortiki will be fun and meaningful.
- I will show that I value your work and appreciate you.
- You will receive training and opportunities for growth.
- I promise to always prioritize your health, safety, and wellbeing.
- I will support you in making time for your health and self-care, your loved ones, your pets and (of course) your plants.

### **HOW TO APPLY**

Send your resume and cover letter to: [contact@hortikiplants.com](mailto:contact@hortikiplants.com)

First screening of applications ends June 11, 2021. Additional screenings will take place weekly until positions are filled.

