



## **What It Takes To Be An Employee At EASTCOAST LAND CARE, INC**

EastCoast Land Care, Inc is a locally owned corporate business, open since 1990. We are a landscape maintenance company with property appearance maintenance side and a seasonal holiday Pumpkin and Christmas Tree lot. Our focus is landscape and property maintenance. Our growth depends on our repeat customers who respond to a combination of our quality workmanship, products and the service they receive from our employees as well as the overall satisfaction they get from their holiday shopping experience with us. In short, we would not be in business without our customers.

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

### **Image**

Image is very important to us. Each division within the company has a dress code and uniform requirement appropriate for the type of work performed, which you are expected to wear. We wear our company shirts tucked in and baseball caps worn forward. Stained, torn or excessively baggy clothing is unacceptable. Visible pierced body parts other than earrings may not be worn during hours on the clock. Men are expected to come to work with shaved unless they are planning on growing a permanent beard or mustache.

### **Attitude**

Our employees are expected to show up to work on time consistently. We are not interested in "clock-watchers". We expect our employees to ask us: "Is there anything else that needs to be done?" before ending each shift and clocking out. We are interested in people that care enough about our company and customers to "go the extra mile". We encourage and reward our employees who take the time to offer ideas or suggestions that might help our company run more efficiently, service our customers better, increase our business, or save us time and money. We expect our company policy 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. Attire appropriate for weather conditions is provided for you, you will be responsible to have on hand when needed. Your job is physical, and requires frequent bending, grabbing and lifting. You will be on your feet all day, standing and walking and throughout you will need to be both pleasant and energetic. We encourage you to maintain good physical and mental preparedness to enable you to perform your work duties in a consistent, high-performance type manner.

### **Social Work Environment**

We have a very social, caring and outgoing staff. It is important that you are 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 are expected to get along with each other. We do not tolerate personal complaints on fellow employees unless their actions make you feel uncomfortable or affect your ability to complete your work properly. In return we are flexible and we will support our growth both personally and professionally.

### **Customer Service**

As an employee of EastCoast Land Care, Inc you are expected to offer polite, prompt, energetic, enthusiastic and courteous service with a smile. Our employees must have the ability to anticipate a customer's needs before being asked. You will need to have the ability to be patient when confronted with a challenge. Our customers time is valuable to them and the help they receive from our staff should be nothing less than immediate - nothing short of excellent.

### **Summary**

If you feel you have all the above qualities and can work with the parameters of our company policy and work environment, we encourage you to complete our job application. Thank you.

I have read and understand the above.

X

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Employee Signature