

# SOMETHING BORROWED BLOOMS

**Job Title:** Production Assistant

**Reports To:** Production & Product Development Manager

## **Role Summary**

The Production Assistant supports the Production & Product Development Manager by preparing materials, building finished products, and completing detailed finishing work to ensure every item meets SBBlooms quality standards.

## **Key Responsibilities**

- Follow the direction and priorities set by the Production & Product Development Manager.
- Maintain working knowledge of all SBBlooms collections, products, and stems.
- Learn and retain recipe information to accurately quality-check and repair finished products during the revamp process.
- Build most finished floral products as needed and assigned by management.
- Complete all finishing touches, including taping, trimming, cleaning, reshaping, and applying mechanics.

Handle pre-production prep for new builds, including (but not limited to):

- Wiring and taping stems for small pieces
- Cutting and gluing foam into compotes
- Creating scrap using existing stems
- Other prep tasks as assigned

## **Requirements**

- Floral experience preferred; craft or hands-on production experience required.
- Strong organizational skills and high attention to detail.
- Ability to remain in a stationary position for up to 50% of the workday.
- Ability to lift and move boxes up to 50 lbs.
- Manual dexterity for detailed hand work.
- Ability to safely operate burning and cutting tools.
- Availability Monday–Friday, 8:00 AM–4:00 PM.

## **Full-time Benefits:**

- Starting at \$12 per hour, with bi-annual performance evaluations.
- Paid holidays per SBBlooms Holiday Schedule.
- Paid Time Off (PTO): PTO is provided per SBBlooms company policy and increases with tenure for full-time employees.
- Health insurance: eligible with full-time status after 30 days of employment.
- Employee discount for SBBlooms products.

## ROUND 1: Mock Interview Questions

STUDENT: \_\_\_\_\_

1. Tell me about yourself.
2. We are a fast-paced company that has to get orders shipped out on strict deadlines. How do you handle deadlines and working under pressure? Give me an example of a situation from a previous experience you've had.
3. What do you consider to be your greatest strength?
4. What about your greatest weakness?
5. We all make mistakes. How would you handle a mistake made at work?
6. Why are you interested in this position?
7. Do you have any questions for me?

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Comments/Recommendations:

## ROUND 2: Mock Interview Questions

STUDENT: \_\_\_\_\_

1. Tell me about yourself.
2. Do you set goals for yourself? *If so, how you go about setting them and working toward them. If not, why not?*
3. In this position, you will be working with others to accomplish many tasks. This can be challenging at times. Tell me about a challenging situation you've had working with others or as a team and how you handled it.
4. Sometimes at work our managers make decisions that aren't liked by everyone. How would you handle a decision that you don't particularly like at work?
5. We are all busy--both at, and outside of, work. How do you handle work-life balance? *Relate this to your school-extracurricular balance if that helps.*
6. Why should we choose you for this position?
7. Do you have any questions for me?

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Comments/Recommendations:

# Career: Select 1 Career

Your Career Fit:

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**What they do**

**Work Expectations**

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**On the job, you would**

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