

## Cut Flower Gardener Job Description

Job Title: Cut Flower and Landscape Flower Gardener  
Department: Horticulture  
Reports To: Horticulture Supervisor or Lead Gardener  
Prepared Date: 11/24/14  
Revised Date: 11/20/17  
FLSA Status: Non-exempt, hourly  
Employment Status: Part-time Summer Seasonal

NOTE: This job description shall not be construed as a contract for employment. The Home Ranch is an at-will employer.

As a prerequisite to employment, a background check, driving record check and credit report may be performed.

### SUMMARY

The cut-flower gardener is responsible for fresh cut flowers in the lodge and all cabins. Also primarily responsible for deadheading and weeding flower pots, porch boxes, and flower beds around the lunch deck, lodge and cabins. Once weekly, this person will be responsible for fertilizing these flower beds/pots and logging this action in the garden calendar. This employee will be responsible for communication with the front office and town florist, and for making sure that arrangements are made weekly to pick up flowers from town, whether from a designated town runner or the Horticulture Supervisor. They are also responsible for finding and collecting wildflowers, wild grasses, etc. from nearby properties in a timely manner one to two times weekly.

The Home Ranch is committed to a diverse workplace, and encourages all interested applicants to apply.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Every Saturday, with help from Horticulture Supervisor and/or coworker, pick wildflowers and together with purchased flowers, create fresh bouquets for dining room, guest book table, office, piano, sun room, lunch serving line. Also create bud vases for lunch deck tables, cabins and lodge rooms as needed based on occupancy.
2. Every Tuesday, redo any bouquets that are droopy, change all vase waters and snip ends of flowers that are still useable for the rest of the week. Change out all cabin and room vases regardless of how these look on Tuesdays.
3. Do a daily walkthrough of lodge checking water in flower vases, pulling any flowers starting to wilt or drop leaves.
4. Communicate with Horticulture Supervisor and/or Assistant Supervisor regarding schedules for daily and weekly watering, weeding and deadheading of all flower beds, porch boxes, flower pots and hanging baskets.
5. If there is extra time during the week, the cut flower intern may experiment with dried flower arrangements for use in winter, or collecting edible flowers for use as garnish.
6. Whenever time allows work with Horticulture team on gardening projects and harvesting.

### RESPONSIBILITIES TO SAFETY:

1. Protect the safety of self, co-workers and ranch guests at all times.
2. Report any potentially harmful equipment or situations to the immediate supervisor without delay.
3. Report safety-related accidents and incidents at once to immediate supervisor.
4. Follow all company and department safety policies and procedures.
5. Operate equipment and vehicles in a safe manner that will not lead to injury of yourself or others.
6. Drive in accordance with the law and resort policies.
7. Handle all hand tools, clippers, gardening and lawn mowing tools and equipment in a responsible manner and put away immediately after use.

## **SUPERVISORY RESPONSIBILITIES**

The cut flower gardener will at most times throughout the week have an intern or employees from other departments to assist with deadheading and watering and will be responsible for supervising these employees. Cut flower gardener will also be responsible for making sure that vases get done in a timely manner on change out days.

## **QUALIFICATIONS**

A strong interest in horticulture, flowers and plants in general.  
Experience arranging flowers preferred, but not required. Creativity is paramount.  
Valid driver's license and clean driving record.  
Attention to detail and timeliness a must.

## **EDUCATION and/or EXPERIENCE**

Previous experience in horticulture or flower arranging preferred.  
A working knowledge of wildflowers preferred.  
Some color theory and design experience helpful.

## **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions.  
Ability to make verbal floral orders, give feedback on flowers.  
Ability to research flowers and/or arrangements.  
Ability to communicate comfortably with co-workers and guests

## **MATHEMATICAL SKILLS**

Ability to use a scale and add weights in ounces and pounds.  
Ability to calculate fertilizer to water ratios based on product instructions.

## **REASONING ABILITY**

Ability to use inductive reasoning to carry out daily directions.  
Ability to understand planting diagrams.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

1. Able to lift 50#, haul hoses repeatedly, carry watering jugs up and down stairs, kneel or stand for long periods of time.
2. Ability to use standard gardening tools (clippers, shovels, wheelbarrows, rakes, etc.) for long periods of time.
3. Able to work outside in all weather conditions.
4. Able to drive a car or truck comfortably and safely to collect wildflowers and grasses. Able to walk through brush, kneel and bend for long periods of time.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the daily routine of this job, the employee will encounter all types of weather – hot, cold, rain, snow, etc. Employee needs to arrive at work prepared to handle all weather throughout the day with appropriate clothing and water bottle.

2. The employee must be prepared to carry vases & jugs of water up and down stairs and along pathways.
3. The employee should be prepared to stop and talk with guests at any time.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.