

General Horticulture Employee Job Outline

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 and credit report may be performed.

Job Title: General Horticulture Employee

Department: Horticulture/CPM

Reports To: Horticulture Supervisor

Prepared Date: 11/30/14

Revised Date: 11/10/17

FLSA Status: nonexempt, hourly

Employment Status: Full-time Seasonal

SUMMARY

The general horticulture employee is responsible for aiding both the Horticulture Supervisor and Green Team crew members in all Horticulture team projects. The general horticulture employee will have a basic knowledge of vegetable gardening as well as landscape gardening and will be flexible to move about the projects as needed.

Prior experience gardening or landscaping is beneficial, but not necessary. Above all, an interest and passion for horticulture and willingness to learn, work hard, be flexible, and have fun are the most key aspects of this position.

Guest interaction is encouraged whenever the occasion arises, as guests often meander to the farm, and have dinner here twice weekly. On these occasions, it is important to take time to get to know the guest and answer any questions they may have about the farm/landscape to the best of your abilities.

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. Self-motivated.
2. Able to work independently, as well as with team of up to 7 other coworkers.
3. Willing and able to learn and practice all aspects of Green Team's responsibilities, including but not limited to: mowing, trimming, weeding, planting, transplanting, amending beds, harvesting, and diagnosing plant and insect issues, washing produce, opening and closing of greenhouse.
4. Able to use inductive reasoning to incorporate new skills learned and implement those skills across the different garden areas at the ranch.
5. Willing and able to learn/research new problems that arise in landscape or vegetable garden settings, and implement solutions, working with crew members and supervisor.
6. Work in variable weather conditions and supply own clothing and boots.
7. Work with co-workers caring for farm animals on a daily and as-needed basis. These include a flock of 45 laying hens and occasional care for 6 pigs.
8. Work with co-workers on all landscape care and maintenance projects for all Clark Property Management Company clients.
9. Attend farm dinners once per week with another Green Team member, answering any questions guests has about the farm.
10. Wear Ranch provided uniforms to work daily, or look presentable throughout the work day and week.

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, being especially careful when driving gators.
7. Handle all gardening tools in a responsible manner and do not leave laying around.

SUPERVISORY RESPONSIBILITIES

After ample training time, the general horticulture employee will be asked to supervise either themselves and/or a small crew in carrying out projects. These projects are assigned by either the Master Gardener/Supervisor, Lead Gardener, or Lead Landscaper.

QUALIFICATIONS

Previous experience in horticulture strongly preferred.
Valid driver's license and clean driving record.

EDUCATION and/or EXPERIENCE

1+ year experience in vegetable gardening, care of trees & shrubs, general landscape maintenance preferred.
Interest or experience in property management.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions.
Ability to log daily activities on timecard and email to Supervisor weekly.
Able to communicate comfortably with co-workers and guests.

MATHEMATICAL SKILLS

Must be able to do basic addition and multiplication.
Ability to use a scale and add weights in ounces and pounds.

REASONING ABILITY

Ability to use common sense and carry out daily directions.
Ability to understand planting diagrams.
Ability to research new problems as they arise and talk through solutions with coworkers and supervisor.
Ability to independently decide on a new project or task once the one at hand is completed.

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, haul bags of soil amendments, 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.

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.

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