

Union Public Schools Job Description

Position Title: District Garden Supervisor

Department: Child Nutrition

Reports To: Director of Child Nutrition

FLSA Designation: Non-exempt

SUMMARY: Responsible for managing and overseeing all daily operations of the district greenhouses and district gardens from seed to harvest and supervising students learning and volunteering in the greenhouse and gardens.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Works alongside consulting local farmer to promote best greenhouse and garden management practices.
- Supervises district students in their learning experience working in the greenhouse and gardens, including teaching and instructing which may include Career Connect students.
- Knowledgeable about stages of plant life.
- Makes independent decisions about the health of plants/produce.
- Assumes primary responsibility of maintaining day-to-day operations of the greenhouse year-round.
- Helps organize any volunteer activities related to the greenhouse.
- Assists with school gardens and Global Gardens, as needed.
- Assures all growing equipment and supplies are used safely and cleaned properly.
- Knowledgeable about producing and utilizing compost for plant growth, along with how to improve the soil quality.
- Manages effectively greenhouse and garden supplies/equipment (small and large).
- Maintains records/logs of plants from seed to harvest as well as quantities produced and other valuable notes.
- Harvests plants, produce, and assist students in this process.
- Notifies Child Nutrition of harvest dates and amounts for use in school cafeterias.
- Knowledgeable of District and Good Agricultural Practices (GAP) safety regulations to ensure safe food production.
- Uses safe pest control and weed control with as much organic treatment as possible.
- Operates farming machinery, when needed.
- Orders and accounts for material and labor accurately relative to greenhouse maintenance, including inventory and itemized costs on supplies.
- Issues, inventories, and orders greenhouse supplies.
- Works well with supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties as assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervise student workers and hourly staff in the greenhouse and gardens

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required.

EDUCATION and/or EXPERIENCE: A bachelor's degree in horticulture is preferred. Extensive experience in gardening and gardening equipment use will be considered.

CERTIFICATIONS, LICENSES, REGISTRATIONS: Valid driver's license with good driving record. Required state and local license. Upon hiring, certifications to operate various machinery may be required.

LANGUAGE SKILLS: Ability to listen to, read and comprehend instruction such as safety rules, operating and maintenance instructions, and procedure manuals and equipment operating instructions. Ability to teach and communicate effectively to students and adults. Ability to write or type detailed activity/harvest log for greenhouse

MATHEMATICAL SKILLS: Ability to use and read scale to weigh produce pounds and ounces. Ability to add and subtract two digit numbers and multiply and divide by 10's and 100's. Ability to calculate percentages, and square footage area

REASONING SKILLS: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES: Ability to work in a friendly manner with coworkers and students. Able to manage a well-organized greenhouse. Ability to lift up to 90 pounds. Ability to develop effective working relationships with consulting farmer, students, staff and the school community. Ability to perform duties with awareness of all District requirements and Board of Education policies. Ability to maintain a flexible attitude with unforeseen weather issues. Ability to communicate effectively and professionally with via phone and email.

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 functions.

The employees must have the ability to work in warm, humid conditions as the weather gets warmer and operate gardening machinery and tools as needed. While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 90 pounds. Specific vision abilities required by this job include close vision, depth perception and peripheral vision.

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.

While the greenhouse is not exposed completely to the weather elements, the temperature of the greenhouse may vary with some extreme temperatures possible, both hot and cold. The noise level is quiet to moderately noisy. Employee will be exposed daily to dirt, bugs and other outdoor elements.