

## Position Description

Position Title: Retail Greenhouse Associate  
Reports To: Propagation & Retail Greenhouse Manager  
Type of Employment: Full Time  
Status: Hourly (Non-exempt, eligible for over time)

### **Position Summary**

Tohono Chul seeks a team-oriented Retail Greenhouse Assistant who will thrive in a fast-paced environment and who is well-suited to working collaboratively with staff and volunteers. Responsible for overseeing volunteers, sales and care of plants in the retail greenhouse. Working conditions include outdoor environment, extreme temperatures, lifts or carries heavy objects.

### **Essential Duties and Responsibilities**

- Maintain stock in retail Greenhouse
- Water plants in retail Greenhouse
- Process inventory items as needed
- Operate Point of Sales equipment
- Cover admission window daily as needed
- Open and close greenhouse
- Assist with semi-annual plant sales
- Help train and supervise volunteers
- Promote all aspects of the park-admissions, memberships, special events
- Other duties as assigned

### **Knowledge, Skills and Abilities**

- Working knowledge of desert plants and gardening.
- Comfortable working with the general public.
- Data entry experience.
- Able to work independently and prioritize multiple tasks.
- Able to follow oral and written instructions.
- Able to work effectively with a team.

### **Minimum Required Qualifications**

- Minimum three years' experience in propagating desert plants and horticulture experience.
- High School Diploma or Equivalent – Preferred college work in Horticulture
- Experience in retail environment and/or working with the general public.
- Computer experience using Word, Excel and or other types of databases.
- Must meet all physical requirements and be able to take direction.



### **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. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to walk; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds, anything greater should be done with assistance.

### **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 performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, pesticides or other chemicals. The noise level in the work environment is usually moderate.

### **To Apply**

Submit resume and cover letter via email to:

Human Resources – [humanresources@tohonochul.org](mailto:humanresources@tohonochul.org)