

## Position Description

Position Title: Greenhouse Manager

Reports To: Director of Retail

Type of Employment: Full-time (40 hours per week)

Status: Hourly (Non-exempt, eligible for over time)

### **Position Summary**

Tohono Chul seeks a team-oriented Greenhouse Manager who is well-suited for working collaboratively with staff, docents, and volunteers. The Greenhouse Supervisor supports the mission of Tohono Chul's propagation department by working collaboratively with the Ground Supervisor Manager and Propagation Supervisor to ensure that our nursery operation maintains a steady return on investment while educating the public in a retail setting on the importance of native plants in the landscape. This position requires work on weekends with occasional evenings, nights and holidays.

### **Essential Duties and Responsibilities**

- Maintain plant stock in retail Greenhouse
- Process inventory items as needed
- Train and supervise all other employees working in propagation
- Train and supervise volunteers in both retail and propagation
- Select plants that are ready to be moved from propagation to retail
- Prepare monthly sales and earnings reports
- Operate Point of Sales equipment
- Open and close greenhouse
- Assist with all aspects of planning and execution of semi-annual plant sales
- 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 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 regularly spends long hours sitting and using office equipment and computers. The employee frequently is required to walk; climb or balance; stoop, kneel, or crouch; and talk or hear. The ability to use fingers of one or both hands to grasp, manipulate, control or feel objects. 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. Employee will be required to work occasional weekends, evenings, nights and holidays. Employee work might take them outdoors in both warm and cool weather.

**To Apply**

Submit resume and cover letter, via email to: Human Resources at [Humanresources@tohonochul.org](mailto:Humanresources@tohonochul.org)