

Greenhouse/Nursery Assistant Manager

Basic description — to attend, monitor and provide all care required to advance the life and well-being of the thousands of plants in the Garden's greenhouse, nursery and plant sales areas.

More specifically, regarding all plants under the Assistant's care:

- To water, fertilize, weed, prune, protect and control pest damage;
- To "step-up" pot-bound plants into larger containers as required;
- To propagate desired plants via seedlings, cuttings, layerings, divisions, retrieval from Garden beds, etc.
- To make sure greenhouses and cold frames are kept at the proper temperature for plant storage and/or growth.
- To keep all plants organized and arranged in a fashion that allows for good access and care.

Regarding the greenhouses and surrounding buildings/grounds:

- To care for, clean and otherwise maintain the structures;
- To keep surrounding plant areas clean and free of weeds and debris;
- To keep equipment in good order, properly stored and cared for.

Regarding plant sales:

- To provide for public sale the best plants the Garden's has available;
- To keep appropriate records of the price, number and kinds of plants sold;
- To monitor and record the numbers and kinds of different plants being raised in the greenhouse/nursery area, and to propagate the necessary number for eventual sale to the public and for use in the Gardens.
- To answer questions from staff and customers regarding the plants under the Assistant's care;
- To respond to Gate House personnel's needs regarding plant displays, sales, care, availability, etc.
- To maintain a plant booklet for gatehouse staff and customers

Other responsibilities:

- To safely direct, coordinate and interact with volunteers to both make best use of their time and to have them enjoy their experiences;
- To respond to the wide variety of requests for assistance by the Garden's administration and other departments as they arise;
- To provide for the safety of colleagues, members of the public, and Garden plants, equipment and structures in the case of severe weather or other emergency situations.
- To interact in as positive a manner as possible with everyone, bearing in mind the overall mission of The Elizabethan Gardens.