

# Seeking Greenhouse/Nursery Supervisor

## Immediate Full Time Job Opening

Preferred candidate should be at least 18 years of age, dependable, hardworking and enjoy working with a team of employees. The candidate should possess excellent communication and interpersonal skills and the ability to express a positive attitude towards others and the ability to understand and follow direction and instructions. Knowledge of plants and caring for plants is preferred. Candidates should be able to perform all the essential functions of the job. Be able to work outdoors in all weather conditions and lift 50 lbs. or more.

Dental Insurance, Health Insurance, Paid Time Off, Vision Insurance and Employee Discount Provided.

**Email resume to [director@elizabethangardens.org](mailto:director@elizabethangardens.org) . Please no phone calls.**

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.

.Responsible for the hiring, training, scheduling and supervising of a staff of gardeners and volunteers as needed to operate and maintain the nursery facility in a safe, efficient manner.

- Responsible for the purchasing of plant materials, supplies, and equipment as needed for nursery operation.
- Responsible for the maintenance and repairs of the nursery facility and the equipment therein.
- Responsible for the safe daily operation of said facility.
- Responsible for propagation of plants, including plant inventory decisions and record-keeping.
- Responsible for growing-on of plant materials for plant sales and for garden use (includes potting, watering, fertilizing, pruning, pest control).
- Responsible for plant sales operations including:
  - A. Maintaining plant inventories
  - B. Pricing
  - C. Signage
  - D. Record keeping
  - E. Customer assistance
  - F. Maintaining plant info booklet for retail staff

- Responsible for working within an appropriated budget.
- Responsible for working with other department heads, the executive director, and chairman to help realize the mission statement of The Elizabethan Gardens.
- Responsible for periodic reporting to the Executive Director and Board of Directors as needed.

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.