

MARIE SELBY BOTANICAL GARDENS



Position Description

Position: Greenhouse Assistant
Reports to: Senior Director of Glasshouse Collections
Status: Full-time / Non-Exempt

POSITION SUMMARY

The greenhouse assistant provides overall support to the greenhouse horticulturists with daily horticultural hygiene tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Greenhouse hygiene: Removal of algae on benches/wet pads/greenhouses as well as the removal of plant debris in a timely fashion ensuring proper sanitation methods
- Weed suppression: physical removal and chemical application
- Maintains cleanliness of the greenhouses by sweeping, cleaning and power washing floors, benches and greenhouse structures
- Ensure cleanliness of pots as well as their proper storage
- Organizes work corridor area including tools and supplies
- Care for plants including watering and fertilizing
- Creates large batches of potting medium
- Assists Horticulturists with projects as needed
- Participates in Gardens-wide activities including but not limited to the Member's Day Plant Sale and Bromeliad Tree Sale

Other duties as assigned

EDUCATION AND EXPERIENCE

- High School or equivalent degree
- Minimum two years of hands-on professional nursery experience preferred

QUALIFICATIONS

- Knowledge of greenhouse environmental systems and operations
- Basic knowledge of plant, soil and insect diseases
- Basic knowledge of G Suite
- Ability to properly use horticultural tools
- Adaptable – thrives in a constantly changing work environment
- Ability to work in environmental conditions of cold, hot, wet and humid

Position Description

Digital Communications Manager

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- This position is physically demanding and requires the ability to lift 50 pounds on a regular basis, as well as function in physical positions such as stooping, bending, turning, twisting, walking, reaching and squatting

EXCELLENT INDICATORS OF A SUCCESSFUL SELBY GARDENS' TEAM MEMBER INCLUDE

- Strong work ethic
- Continuous and eager learner
- Actively lives and communicates the mission of Selby Gardens
- Passion to deliver exceptional service to internal and external customers through attention to detail and innovative methods of saying "thank you"
- Regularly offer innovative approaches to old concepts
- Flexibility and ability to switch gears when needed
- Resourceful, creative, and an initiative taker
- Assumes the best of others
- Approachable, kind, and compassionate
- Genuine authenticity

DIVERSITY AND INCLUSION STATEMENT:

Marie Selby Botanical Gardens is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only Selby Gardens' culture, but our reputation as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.