

JOB DESCRIPTION

POSITION TITLE: PRODUCTION AIDE/DRIVER - PLANT NURSERY

A. JOB REQUIREMENTS:

- Minimum of High School or equivalency diploma preferred.
- At least one year experience in horticulture, customer service, and/or bookkeeping preferred.
- Good organizational skills and proven ability to meet deadlines.
- Must be able to lift a minimum of 50 pounds.
- Computer literacy.
- Valid Driver's License
- Must be able to demonstrate Insurability to drive vehicles
- Fluency in English - Required.

C. SCOPE OF DUTIES:

- To assist with the day-to-day operation of the Plant Nursery and all of its phases.

D. JOB DUTIES:

- Serves walk-in and call-in customers, both wholesale and retail, with a positive attitude.
- Works closely with customers to meet their ordering and delivery requirements and to ensure their complete satisfaction.
- Records and processes customer orders for plant materials.
- Calculate, mix, and apply chemicals to nursery plants and nursery grounds following the chemical label and using all proper safety precautions.
- Obtains the requisite Pesticide Private Applicators License and assists in the Nursery's scheduled spraying program.
- Drive delivery truck to complete plant deliveries. Alert management to any truck maintenance or repair issues as they arise.
- Oversee and instruct nursery clients in their daily duties.
- Ensures safe and proper use of all Nursery machinery and equipment.
- Inspects the Nursery daily and notes, in writing, any hazards, deficiencies, or problems. Immediately reports any and all safety hazards and operational/ environmental problems to supervisor and takes immediate steps to address when appropriate.
- Maintains working knowledge of plant inventory.
- Ensures that all Nursery equipment, supplies, materials, and vehicles are appropriately stored and maintained.
- Makes certain that irrigation system throughout the grounds is working properly at all times and regularly inspects after each lawn cutting.
- Assists with supervising volunteers assigned to Plant Nursery.
- Participates, as requested, in staff development program
- Assists in ensuring that the Nursery and grounds are well maintained at all times.
- Performs other relevant duties as required and assigned.