

Seasonal Gardener

Lewis Ginter Botanical Garden ♦ 1800 Lakeside Avenue ♦ Richmond, VA 23228 ♦ 804-262-9887

Direct Manager:	Manager of Horticulture	Date Created:	3-5-13
Department/Group:	Horticulture	Job Category: (E or NE)	NE
Location:	Henrico, VA	Travel Required:	N
Level/Salary Range:	\$11/hr	Job Code/ Req#:	
Contact:	George Cowart georgec@lewisginter.org	Position Type: (FT / PT)	FT- Seasonal (April-October), 37.5 hrs/wk
Date posted:	3-23-2017	Posting Expires:	Open until filled

Job Description

Assist horticulturists with installation, maintenance and monitoring of their assigned garden areas (to include planting, mulching, watering, fertilizing, weeding, etc.), using best horticulture practices in accordance with established Garden standards.

Responsibilities:

- Use and maintain assigned equipment, tools, vehicles and irrigation systems.
- Apply pesticide and fertilizer as required and directed.
- Supervise and train volunteers.
- Participate in group projects with other members of horticulture staff and in cross-departmental projects.
- Assist with activities in the production greenhouse, hoop houses and growing pad, producing quality plants for the Gardens, plant sale, and conservatory use.
- Participate in weekly group tasks such as leaf blowing walkways, filling gas cans, and routine maintenance of equipment and tools.
- Perform other duties as assigned by Manager of Horticulture or his/her designee.

Other Duties and Responsibilities:

- Comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of job description.
- Perform duties in a manner consistent with a public garden serving multi-generational families, in accordance with directed practices and procedures.
- Monitor and document (with supervisor) safety and risk management programs and training for assigned personnel.
- Work with an awareness of surroundings, staying vigilant to any possible threat to the safety of visitors, volunteers, and staff or to their property. Ensure all concerns are reported promptly.
- Ensure all mishaps, injuries and incidents are reported immediately and ultimately in writing to supervisor.
- Ensure compliance with all applicable federal and state laws and regulations.
- Perform other duties as assigned and required by supervisor, directors and executive director.

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- Willingly and cheerfully integrate work within assigned areas with the efforts of other departments (education, operations, volunteers, garden shop, facility rental, public relations, advancement and security).

Required:

- Demonstrated knowledge of landscape maintenance practices and hardy plant care appropriate to the region.
- Demonstrated ability to operate required tools and equipment.
- Ability to obtain a Virginia Pesticide Applicator's License within the first four (4) months of employment.
- Strong work ethic and capacity for continuous manual labor.
- Strong verbal communication skills.
- Working knowledge of computers, including Microsoft Office programs.

Physical Demands / Working Conditions:

- Must be able to lift 50 pounds repeatedly.
- Must be able to work in seasonal extremes.
- Must be able to bend, squat, kneel, stand and walk for extended periods of time.

Note: Duties described above, other duties and physical demands have been identified as essential functions as required by the Americans with Disabilities Act.

Education:

- Associate's degree in horticulture preferred.
- A minimum of two years of experience in the field of horticulture, garden management or landscape maintenance.
- Other combinations of education/experience appropriate to the job will be considered.