GENESYS HEALTH SYSTEM
Description of Duties

Job Title: EverGreen Greenhouse Manager
Pay Group: Management
Job # 51334
FLSA Status: Exempt
Department: Volunteer Services
Supervisor: Director, Volunteer Services
Updates: 11.01.2015

JOB SUMMARY:
The EverGreen Greenhouse Manager, under the direction of the Director, Volunteer Services, provides management of the EverGreen project. This includes responsibility for directing EverGreen staff and volunteers as well as planning, developing and maintaining all aspects of the greenhouse and retail business. Additionally, this role shares responsibility in positioning Genesys and EverGreen as a component of regional food systems within the community.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
1. Be an active participant in helping the Genesys Volunteers and Genesys Regional Medical Center achieve their missions consistent with the values of the institution.
2. Advance the EverGreen in alignment with Genesys Health System mission and strategic objectives by engaging community relationships and leveraging human and financial resources to focus on healthy food access, healthy community environments and healthy lifestyles. 25% time spent providing support to the Women in Agriculture Farm Center, located adjacent to the greenhouse.
3. Provide overall management for the EverGreen greenhouse and retail cart including but not limited to merchandising, buying, inventory control, growing and preparing plants for sale, overseeing sales, promotion and marketing activities.
4. Develop, maintain and supervise an effective and motivated EverGreen Cart and EverGreen Gardener volunteer staff.
5. Plan, develop and implement short and long range goals for the EverGreen.
6. Define, review and revise EverGreen policies and procedures.
7. Manage EverGreen department budget and assure that all financial accounting and record keeping are completed timely and accurately.
8. Provide effective processes for the care and upkeep of the greenhouse, including equipment and irrigation system.
9. Manage pests and disease using organic practices when feasible.
10. Orient, train, schedule, assign, evaluate and initiate counseling or disciplinary action to maintain standards of performance for paid staff.
11. Actively participate in professional growth and development opportunities and keep current in the field.
12. Perform other related duties as requested by authorized personnel.
SPECIFIC AREAS OF RESPONSIBILITY:
- Partial oversight (25%) of the Women in Agriculture Farm Center, located adjacent to the greenhouse
- Maintain plantings and planters, as well as vegetable production in the greenhouse
- Design and care for annual planters and specific landscape beds on campus
- Grow vegetable transplants for sale to local farmers
- Grow and sell flowering plants and vegetables
- Manage Farmer’s Market on campus
- Maintain Sanctuary Garden, including the plants and general area, water feature and pump, and memorial paver delivery and installation
- Care for and maintain all hospital atrium plants and other interior landscape within the hospital
- Develop community outreach opportunities

MINIMUM REQUIREMENTS:
- Bachelor’s of Science degree in horticulture or related field is preferred.
- Farm Certificate Program will also be considered.
- Four to five years’ experience that includes horticulture, retail management or related education and experience.

REPORTING REALTIONSHP:
This position has overall responsibility for seasonal paid staff and approximately forty (40) volunteers.

WORKING CONDITIONS:
- Must work throughout the greenhouse, outdoor and office environment.
- Physical effort is required, including lifting up to 50 pound loads.
- Occasional exposure to unpleasant working conditions, including temperature extremes, excessive noise
- Occasional exposure to hazards such as electrical shock, cuts and scrapes
- Occasional exposure to chemical hazards, respiration and skin irritants


The above is intended to describe the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive statement of duties, responsibilities or qualifications for the people so classified, nor is it intended to limit or modify in any way, the right of any supervisor to assign, direct, and control the work of employees under their supervision. The most recently dated job description on file in Human Resources will be considered the official job description.