Job Title: Horticulture – Cut Flower and Landscape Flower Gardener
Department: Horticulture
Reports To: Horticulture Supervisor or Lead Gardener
Prepared Date: 11/24/14
Revised Date: 1/18/16
FLSA Status:
Employment Status: Summer Seasonal
Pay Grade: $1000/month plus room & board

NOTE: This job description shall not be construed as a contract for employment. The Home Ranch is an at-will employer.

As a prerequisite to employment, a background check, driving record check and credit report may be performed.

SUMMARY
Responsible for fresh cut flowers in the lodge and all cabins. Also primarily responsible for flower pots, porch boxes and flower beds around the lunch deck, lodge and cabins. This employee will be responsible for communication with the front office and town florist. Also for finding and collecting wildflowers. Any extra time will be spent assisting the horticulture team with other garden projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Order purchased cut flowers based on occupancy for upcoming week.
2. Sunday – with help from Horticulture Supervisor and/or intern, pick wildflowers and together with purchased flowers create fresh bouquets for dining room, guest book table, office, piano, sun room, lunch serving line. Also create bud vases for lunch deck tables, cabins and lodge rooms as needed based on occupancy.
3. Wednesday – redo any bouquets that are looking sad.
4. Daily – do a walkthrough of lodge checking water in flower vases, pulling any flowers starting to wilt or drop leaves.
5. Work with Horticulture Supervisor and/or Assistant Supervisor to determine schedule for daily and weekly watering, weeding and deadheading of all flower beds, porch boxes, flower pots and hanging baskets.
6. Whenever time allows work with Horticulture team on gardening projects and harvesting.

RESPONSIBILITIES TO SAFETY:
1. Protect the safety of self, co-workers and ranch guests at all times.
2. Report any potentially harmful equipment or situations to the immediate supervisor without delay.
3. Report safety-related accidents and incidents at once to immediate supervisor
4. Follow all company and department safety policies and procedures
5. Operate equipment and vehicles in a safe manner that will not lead to injury of yourself or others.
6. Drive in accordance with the law and resort policies
7. Handle all hand tools, clippers, gardening and lawn mowing tools and equipment in a responsible manner and do not leave out and about.

SUPERVISORY RESPONSIBILITIES
The cut flower gardener will at times have an intern or employees from other departments to assist with deadheading and watering and will be responsible for supervising these employees.

QUALIFICATIONS
- A strong interest in horticulture
- Experience arranging flowers preferred
- Knowledge of local wildflowers preferred
- Valid driver’s license and clean driving record
- Attention to detail

EDUCATION and/or EXPERIENCE
- Previous experience in horticulture or flower arranging preferred.
- A working knowledge of wildflowers preferred.
- Some color theory and design experience helpful.

LANGUAGE SKILLS
- Ability to read and comprehend simple instructions.
- Ability to make verbal floral orders
- Ability to log daily activities
- Ability to research flowers on internet
- Ability to communicate comfortably with co-workers and guests

MATHEMATICAL SKILLS
- Must be able to do basic addition and multiplication to figure floral purchase expenses
- Ability to use a scale and add weights in ounces and pounds
- Ability to calculate fertilizer to water rations based on product instructions.

REASONING ABILITY
- Ability to use common sense and carry out daily directions.
- Ability to understand planting diagrams.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.
1. Able to lift 50#, haul hoses repeatedly, carry watering jugs up and down stairs, kneel or stand for long periods of time.
2. Ability to use standard gardening tools (clippers, shovels, wheelbarrows, rakes, etc.) for long periods of time
3. Able to work outside in all weather conditions

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the daily routine of this job, the employee will encounter all types of weather – hot, cold, rain, snow, etc. Employee needs to arrive at work prepared to handle all weather throughout the day with appropriate clothing and water bottle.
2. The employee must be prepared to carry vases & jugs of water up and down stairs and along pathways.
3. The employee should be prepared to stop and talk with guests at any time.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

To apply, contact Adele Carlson at cpm.office.clark@gmail.com