Job Title: Horticulture Intern  
Department: Horticulture  
Reports To: Horticulture Supervisor  
Prepared Date: 11/30/14  
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  
The horticulture intern is primarily responsible for working with the Master Gardener, Assistant Supervisor and other Horticulture staff in all aspects of the Farm-To-Table program, flower gardening and landscaping projects for the Home Ranch and Clark Property Management Company.

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

1. Help with all aspects of greenhouse production: amending beds, planting, weeding, watering, harvesting and washing produce. Also daily opening and closing of the greenhouse.
2. Help with farm animals when needed.
3. Help with landscape flowers and landscape maintenance when needed.
4. Complete any intern project requirements from school.

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 gardening and lawn mowing tools and equipment in a responsible manner and do not leave out and about.

SUPERVISORY RESPONSIBILITIES  
This position has no supervisory responsibilities.

QUALIFICATIONS  
Participating in a school horticulture program with an emphasis in farm-to-table programs and/or landscape management preferred.
A strong interest in any and all aspects of horticulture preferred.
A valid driver’s license and clean driving record.

EDUCATION and/or EXPERIENCE
1+ year in horticulture helpful, but not required.

LANGUAGE SKILLS
Ability to read and comprehend simple instructions.
Ability to log daily activities.
Ability to comfortably communicate with co-workers and guests.

MATHEMATICAL SKILLS
Ability to use a scale and add weight in ounces and pounds.

REASONING ABILITY
Ability to use common sense to carry out daily directions.
Ability to understand and follow 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 function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. Able to lift 50# repeatedly
2. Haul hoses for watering throughout the day on a daily basis. (We do not have irrigation systems for the lawn, landscape and most of the vegetable beds.)
3. Carry watering jugs
4. Kneel and/or stand for long periods of time
5. Use standard gardening tools (shovels, wheelbarrows, rakes, clippers, etc.)

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, water bottle and boots.
2. The intern must always be ready and willing to take time to talk with guests.

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