

Job Title: Nursery Associate

Job Summary: Use prior experience to assist all aspects of nursery operations, including breeding strategy and planning, cloning, transplanting, feeding, pest management, environmental monitoring, and record-keeping.

Salary:

Duties and Responsibilities:

- Perform seed and plant maintenance using standard procedures including but not limited to, cloning, transplanting, feeding, breeding, germination, and pest management.
- Maintain clean environment by removing and disposing of all waste, cleaning, and sanitizing all rooms and tools used daily.
- Collect data to monitor plant health, soil health, and environmental control systems.
- Meet any required activity performance counts.
- Master and apply basic principles of nursery SOPs and sanitation.
- Perform all tasks set by management in a safe and efficient manner.
- Have a deep understanding of cultivation and plant health issues (i.e. IPM, fertigation, etc.) and able to recommend and implement solutions.
- Handle record keeping, including inventory and other data entry tasks, and seed-to-sale tracking system.
- Monitor and assist other Nursery Assistants as part of a high-performance team to accomplish nursery goals set forth by management.
- Mentor and train Nursery Assistants on standard processes and operating procedures.
- Oversee day to day assignments of Nursery Assistants with direction from the Nursery Manager.
- This role routinely uses standard office equipment, technology, and software.

Working Environment:

- Uneven surfaces, stand/sit long periods of time, bending/stooping, or hard surfaces.
- Required to wear PPE.
- Working in a nursery environment, which can include no natural light, varying temperatures, and louder than normal ambient noise.
- May be required to work outdoors and/or during inclement weather.

Minimum Qualifications:

Age: 18 years of age

Education: High school diploma or equivalent

Experience:

- Minimum of 1 year of experience in a related field OR industry-recognized training or education in a related field.
- Demonstrated competency in computer software skills including inventory management, email, and document sharing.
- Good Agricultural Practices knowledge and experience preferred.

EEO Statement: [Company Name] is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. [Company Name] makes hiring decisions based solely on qualifications, merit, and business needs at the time.

EXAMPLE