

APPROVED

APR 07 2023

George County School District

## Career Technical Education Garden Center Manager

G.C. SCHOOL BOARD



### Job Purpose

- The Career Technical Education (CTE) Garden Center Manager is responsible for assisting with the operation and management of the George County High School Garden Center and greenhouse facilities in coordination with the CTE Horticulture Instructor.
- The position supports the instructional program by maintaining plant production areas, assisting with nursery operations, and helping provide a hands-on learning environment for students participating in horticulture and agriculture programs.
- The Garden Center Manager assists with inventory, plant production, sales support, and customer service while ensuring that the nursery and greenhouse environments remain healthy, organized, and productive.

### Knowledge, Skills and Abilities

- Knowledge of horticulture practices including plant care, soil preparation, fertilizers, irrigation, and plant propagation techniques.
- Knowledge of greenhouse and nursery operations including plant production, stock maintenance, and environmental monitoring.
- Knowledge of basic business practices related to inventory, ordering supplies, and point-of-sale transactions.
- Ability to monitor plant health and maintain appropriate watering schedules, soil conditions, and plant placement.
- Ability to organize and coordinate work tasks in a greenhouse or nursery environment.
- Ability to communicate effectively with students, staff, and customers.
- Ability to provide guidance and training to student workers assisting with nursery operations.
- Ability to maintain a safe working environment and follow proper procedures when handling tools, equipment, and horticultural materials.
- Ability to establish and maintain cooperative working relationships with school personnel, students, and community members.
- Ability to work outdoors and perform physical tasks associated with plant care and nursery maintenance.

### Minimum Qualifications

- Bachelor's degree preferred.
- Knowledge of plant production, soils, fertilizers, and horticulture growing techniques.
- Experience working in greenhouse, nursery, landscaping, or related horticulture settings preferred.
- Excellent communication and interpersonal skills.
- Professional and friendly demeanor with a commitment to customer service.
- Ability to train staff or students and delegate tasks when needed.
- Ability to organize schedules and coordinate work activities.
- Responsible, dependable, and punctual.
- Familiarity with point-of-sale systems and inventory or stock ordering software preferred.

### Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Assist with overseeing and improving the daily functions of the garden center and nursery operations.
- Assist in maintaining greenhouse and nursery facilities to support instructional activities.

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- Monitor nursery stock including soil, fertilizers, stones, shrubs, plants, trees, and related horticulture materials.
- Assist with growing and maintaining plants, trees, shrubs, and flowers used as nursery stock.
- Monitor watering schedules, soil conditions, and plant placement to promote healthy plant growth.
- Monitor environmental and weather conditions affecting plant health and greenhouse operations.
- Assist with creating attractive plant and garden displays for the garden center.
- Assist with organizing and maintaining plant inventory and ordering stock as directed.
- Support customer service activities by responding to inquiries and assisting customers during plant sales.
- Assist with training student workers and supervising assigned nursery tasks.
- Help maintain a safe, clean, and organized nursery and greenhouse environment.
- Assist with maintaining records related to plant inventory, supplies, and sales activities as assigned.
- Assist the CTE Horticulture Instructor with instructional activities when students are working in the greenhouse or garden center.
- Follow all safety procedures related to equipment, chemicals, and horticultural materials.
- Maintain and care for tools, equipment, and facilities used in nursery operations.
- Perform other job-related tasks as assigned by the immediate supervisor or designee.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission.

**Reports to:** School Principal or Designee OR CTE Horticulture Instructor or Designee

**Supervises:** N/A

**Terms of Employment:** Seasonal / Part-Time (not to exceed 19 hours per week)

**FLSA Status:** Non-Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature