

A NEW LEAF, INC.
POSITION DESCRIPTION
HORTICULTURE MANAGER

Reports To: Director, Marketing and Business Development

Job Status: Exempt

Job Summary:

Responsible for overseeing all aspects of inventory production and maintenance at A New Leaf, Inc. greenhouses, retail facility and community garden. Communicates with supervisor on growing strategy and inventory needs. Provides plant training to all retail staff, job coaches and individuals with developmental disabilities. Works shoulder to shoulder with Retail Sales Manager and Wholesale Coordinator to ensure retail centers are fully stocked with seasonal inventory, ready for special events and assist with customer requests.

Essential Requirements:

1. Have and maintain a valid Oklahoma driver's license. Have dependable vehicle at all times. Have and maintain automobile insurance coverage at all times. Maintain eligibility to operate agency vehicles.
2. Physical capacities must include bending, stooping, and lifting a minimum of 50 pounds.
3. Work flexible schedule based on schedules of persons served by and needs of A New Leaf, including but not limited to working scheduled weekends for plant care.
4. Follow policies and procedures of A New Leaf, Inc.
5. Ensures all individuals served are safe in their working environment and program participation at all times.
6. Ability to communicate verbally and in writing, (complete required documentation and reports).
7. Ability to work as a team and work with a flexibility mind set, to achieve a desired balance between social service and entrepreneurial missions.

Specific Responsibilities:

1. Supports the retail staff, job coaches and our clients in an appropriate manner. Help identify and resolve issues related to production goals, materials, locations and quality standards of the work performed by the clients.
2. Plans, coordinates and directs activities of the Horticulture Department related to plant production in collaboration with Director of Marketing and Business Development; to produce and make available for sale products of exceptional quality which will contribute financial support to the general operation of A New Leaf.
3. Develops and presents an annual production plan based upon estimated sales that determine products, dates available, and quantities with the objective to maximizing gross margin and minimizing costs and expenses. Schedules planting dates, sales availabilities and plans for space allocation.
4. Responsible for all aspects of growing including climate control, plant placement, watering, fertilizing, spraying, testing and herbicide. Identify crop issues and determine solutions.
5. Ensures that all planning documentation is completed and submitted to the Director of Marketing and Business Development – ordering needs, required reports, time sheets, etc.
6. Responsible for communicating all maintenance needs and coordination of all repairs and improvements within the greenhouse.
7. Assists in unloading trucks delivering product, soils, containers, fertilizers, chemicals and other production supplies.
8. Assumes personal accountability for keeping the department free of safety and health hazards, and insisting that safety practices are strictly followed.
9. Responsible for clean and organized work areas. Maintains greenhouses free of weeds, crop debris and algae growth on the floors to maintain a safe workplace and disease-free growing environment.

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10. Attends all necessary license/certification, in-service training and conferences in order to maintain awareness of policies, procedures and current greenhouse regulations, along with supervision and training techniques.
11. Complies with recognized professional standards of ethical conduct and maintain quality services.

Special Requirements:

- Maintain CPR/First Aid certification
- Criminal arrest check will be done through the OSBI; Per Section 1025.1 et seq. Of Title 56 of the Oklahoma statues, House Bill 1790, any prospective employee with a felony or misdemeanor conviction, guilty plea or plea of nolo contendere will not be eligible for employment. This prohibition may be disregarded if an appropriate waiver is obtained from the Office of the Director, DDS, Department of Human Services, or his/her designees.
- Community Services Registry checks (House Bill 1790) will be done through DDS, Department of Human Services. The person whose name appears on the registry cannot work for A New Leaf.
- Complete pesticide certification, through Oklahoma Department of Agriculture & Forestry, within 30 days of employment (if not already certified).
- Employees and A New Leaf are engaged in an at-will employment relationship, meaning that either are free to terminate the relationship at any time with or without reason and with or without notice.

Qualifications:

- Minimum age – 21 years old.
- Prefer Bachelor's degree in Horticulture or Floriculture with 3 to 5 years' experience in production.
- Work experience in horticultural practices and techniques required.
- Physical capabilities must include bending, stooping, and lifting a minimum of 30 pounds.
- Must possess intermediate math skills including the ability to calculate figures and amounts.
- Licensed as a Certified Pesticide Sprayer Technician Supervisor (or able to be certified).
- Knowledge of principles and practices of working with, and training of individuals with developmental disabilities.
- Supervisory experience preferred.
- Preference given to persons with previous Foundations and ETS training and/or experience working with individuals with developmental disabilities if meeting the educational requirement.
- Positive attitude, good customer relations skills, and an expressed desire to work with persons with developmental disabilities.
- Physical ability to conduct training involving manual labor.
- Final hiring pending on OSBI background check, clean driving record, Community Services Registry check, and pre-employment screening.

If interested please email your resume and cover letter to paige.morie@anewleaf.org