

Village of Solomon (VOS)

JOB DESCRIPTION

JOB TITLE: Greenhouse Maintenance
POSITION STATUS: Temporary on as needed basis for the summer
EXEMPT STATUS: Non-Exempt
PAY SCALE: \$20/Hr
REPORTS TO: VOS Tribal President or Designee

The Village of Solomon's Greenhouse Maintenance role involves a mix of gardening, tending and care for all of the VOS gardens, primarily inside the greenhouse

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Day to Day plant care, ensuring plants receive adequate water and/or plant food. Weeding and adjusting light levels for plants.
2. Planting and/or transplanting within the garden boxes or planting pots.
3. Harvesting plants, vegetables or fruits as needed following the harvesting schedule for each type of plant. Keeping an inventory of all seedlings, plants, starters and harvesting schedules. Maintaining a clean work area, greenhouse, tools, etc.
4. End of Season preparations, including clean up, transplants and/or hauling plants to the Nome office.
5. Providing a Greenhouse report to the Council
6. Maintaining the mini office garden including making recommendations as needed.

QUALIFICATIONS:

1. A demonstrated commitment to plant growth, education and care for all VOS gardening. The position requires good time management, attention to follow through and job completion.
2. Willingness to commute with other staff to Solomon.