



OlivewoodTM

Gardens & Learning Center

Job Description Garden Support

Job Description: Garden Support

Location: National City, CA

Schedule: part-time, 20-25 hours per week, occasional evening & weekends required

Reports to: Garden and Facilities manager

Salary: \$12-14/hr.

Classification: part-time, non-exempt position

Benefits: Eligible for sick time

Summary:

The Olivewood Gardens and Learning Center Garden Support position is responsible for supporting a safe and productive workplace for a large garden based nutrition education program that serves children and families from National City and throughout the region. This is a part time non-exempt position reporting directly to the Gardens and Facilities Manager.

The Garden Support position works in the garden daily, harvesting, planting, watering and maintaining the gardens. This position may also provide support of interns and volunteers in the day-to-day functions and maintenance of the grounds and buildings.

Garden and Grounds Maintenance Duties:

- Applies organic products on the lawn and shrubs, and trees
- Helps in the set up and take down for special events
- Builds and maintains the compost piles.
- Keeps ground free of litter and debris.
- Repairs and maintains irrigation systems
- Plants vegetable plants, grass, and other ornamentals
- Irrigates vegetable and flower plantings
- Repairs fences, gates, walls, and walk ways
- Updates signage on garden beds to keep guests informed of what's growing
- Cleans out drainage ditches, gutters, and culverts
- Responsible for husbandry of chickens
- Harvests and records crops
- Maintains tools in good working order
- Represents Olivewood Gardens to the public and media as necessary

Minimum Qualifications:

- Associates Degree preferred, High school diploma or general education degree (GED) accepted; or one to three months related experience and/or training; or equivalent combination of education and experience.
- Must have basic knowledge of gardening safety
- Proven experience working with people of different cultures and backgrounds
- Acceptable DMV record and valid driver's license required
- Upon hire must pass background check
- Ability to communicate professionally in front of groups of children and adults
- Strong interpersonal and teamwork skills
- English/Spanish preferred

Competency:

To perform the job successfully, an individual should demonstrate the following competencies.

- Attendance/Punctuality- is consistently at work and on time.
- Dependability- Follows instructions responds to management instructions.
- Completes task on time or notifies appropriate person with alternate plan.
- Quality- Monitors own work to ensure quality.
- Quantity- Meets productivity standards Completes work in a timely manner, looks for ways to increase efficiency.
- Takes responsibility for own actions.
- Motivation-Demonstrates persistence and overcomes obstacles
- Attitude- Works well with others and takes instructions and criticisms well. Gives instruction and criticism in a clear and concise manner.
- Safety and security- Observes safety and security procedures. Remedies or reports any unsafe conditions. Uses equipment in a safe and secure manner.
- Is able to give instructions both verbally and in writing in a clear and concise manner.
- Supports their staff and volunteers with both tools, supplies and instruction.
- Communicates needs or challenges promptly

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an outdoor setting with a moderate noise level;
- The employee must regularly lift and /or move up to 50 pounds and perform strenuous outdoor tasks related to garden maintenance
- Specific vision abilities required by this job include Close vision, Distance vision and Peripheral vision.

- While performing the duties of this Job, the employee is regularly required to:
 - stand the whole day;
 - walk;
 - use hands to finger, handle, or feel; reach with hands and arms;
 - climb or balance; stoop, kneel, crouch, or crawl;
 - talk or hear and taste or smell.

About Olivewood Gardens and Learning Center: The mission of Olivewood Gardens is to connect and empower students and families from diverse backgrounds to be healthy and active citizens through organic gardening, environmental stewardship, and nutrition education. Once the home of the Walton family, the organic gardens on the property have been cultivated for over 20 years, providing organic produce for the community. Now the site of our nutrition and garden education center, the unique 7-acre property is located in National City.