

# Job Description

<b>Position Title</b>	<b>Green House Manager</b>		
<b>Building</b>	High School Campus	<b>Department</b>	High School
<b>Hours</b>	Hours Vary - Daily	<b>Supervisor</b>	HS Principal/Superintendent
<b>Band and Grade</b>	NA	<b>Tools and Equipment</b>	Computer – Google Classroom – Work Ticket System

<b>Primary Function</b>	Oversee the operation of the Greenhouse. Coordinating class schedules utilizing the space.
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<b>Essential Duties</b>	
<b>1</b>	Coordinate the classroom teacher's schedules of who and when the greenhouse will be used during the day.
<b>2</b>	Monitor greenhouse temperatures and maintenance items including operation of shade curtain, water usage, fans and pest control.
<b>3</b>	Maintain a safe environment in the space.
<b>4</b>	Attend training on the greenhouse operation.
<b>5</b>	Work with custodial staff on operation/maintenance and cleaning.
<b>6</b>	Hold staff accountable for cleanliness and organization of the greenhouse.
<b>7</b>	Maintain the security of the greenhouse.
<b>8</b>	May be needed to assist with breeding, cultivation and harvesting of plants.
<b>9</b>	Performs other duties of a similar nature and/or level.

<b>Minimum Qualifications</b>	Must possess leadership skills and have excellent communication skills in order to communicate with students and staff.
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<b>Knowledge Required</b>	<ul style="list-style-type: none"> <li>• Must be familiar with the rules and regulations of the School District.</li> <li>• Knowledge of individual activity policies and procedures as applies to administration.</li> <li>• Knowledge of the principles, practices, and techniques of supervision.</li> <li>• Knowledge of safety procedures.</li> <li>• Knowledge of building layouts.</li> <li>• Must be familiar with school staff and knowledgeable about who to call in the case of an emergency or problem.</li> </ul>
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<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Skill in emergency decision making “crisis.”</li> <li>• Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.</li> </ul>
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<b>Physical Activities/ Requirements</b>	<p>Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>
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