

**Job Description**  
Greenhouse Manager in Training  
Crabtree Farms of Chattanooga

**November 2022**

**Position:** Greenhouse Manager in Training

**Reports to:** Director of Horticulture and Greenhouse Operations

**Terms:** Full-time, 40 hours per week, starting pay \$15/hour

Crabtree Farms is a community-based service organization that promotes sustainable agriculture through our core tenets of Grow, Educate and Connect, in an urban, working farm setting.

Located on 22 acres, the total land under cultivation hovers around four acres. The produce we grow is offered weekly at farmers' markets, to local restaurants, and onsite at the farm stand. We focus on engaging the community in agriculture and food awareness through community gardening programs, volunteerism, u-pick/agritourism, markets, plant sales, and education programs such as workshops and field trips. The small staff works with a rotation of volunteers to run the farming and greenhouse operations. Some volunteers have a weekly schedule and season-long commitment, while the rest comprise a shifting array of regulars, curious community members, and service groups.

**Job Description:** The Greenhouse Manager in Training position is a diverse and at times intense position working through all four seasons in a combined indoor and outdoor setting. The labor is intellectually and physically demanding with the hopes that the candidate will be prepared to manage greenhouse operations within 9-12 months of the position's start date.

**Key Functions:**

- o Assist in the utilization, management and maintenance of the three current greenhouses to support the plant production needs of urban farm activities, plant sales, community gardening programs, specialty crops, and market and farm store needs.
- o Assist in the running of the robust greenhouse and farm-wide volunteer programming.
- o Represent the farm on and off-site.
- o Monitor community trends and needs that Crabtree Farms could be the solution for.
- o Demonstrate leadership capabilities and be prepared to lead a diverse set of staff, volunteers and students in an ever-changing environment.
- o

**Major Duties and Responsibilities**

- o Serves as part of planning team to design annual sales and production goals for Crabtree Farms as a whole and the greenhouse specifically.
- o Serves as part of planning team to create the annual crop plan and calendars.
- o Assist with annual seed, plant and plug selection based on annual sales and production goals.
- o Propagate and cultivate plant starts to meet annual sales and production goals for urban farm, plant sales, community gardening programs, specialty crops and market and farm store with an emphasis on maximizing profit and productivity.

- o Partner with the farm Education and Volunteer Coordinator to recruit, orientate, plan, schedule and direct volunteers to meet the needs of greenhouse activities and volunteer work schedules.
- o Partner with the farm Education and Volunteer Coordinator to assist with education and instruction to the community through formal and informal teaching moments around a variety of topics including greenhouse propagation methods.
- o Maintain records of farm activities such as greenhouse plant propagation times, sales, and successes and challenges in a usable format to drive decision-making.
- o Maintain ongoing coordination with Urban Farm staff to monitor annual crop plan goals and timeframes for propagation, plant starts and plugs.
- o Oversight of plant maintenance including watering, thinning, labeling, transplanting, pruning, weeding, harvesting etc.
- o Thorough oversight of pest awareness and management in greenhouses and other greenhouse operations growing spaces.
- o Lead role in coordination and execution of SPS and FPS and other annual events and fundraisers.
- o Assist in the maintenance and care for greenhouse structures and potting shed.

### **Qualifications**

- o The individual should have experience in the cultivation and marketing of plant starts (vegetables, herbs, flowers and perennials) as well as maintain/exceed organic growing standards.
- o The individual should have experience and knowledge in the field of sustainable Horticulture.
- o The individual should have excellent organizational skills, the ability to communicate clearly with staff, volunteers and the community, and must maintain a high standard of quality control.
- o The individual should be highly motivated, eager to work with others and bring a creative and entrepreneurial spirit to this position.
- o The individual should be familiar with organic growing practices in relation to agriculture and food production.
- o

### **Benefits:**

- o Work in a positive and healthy atmosphere
- o Training in organic greenhouse management
- o Professional development opportunities
- o Develop community presence and relationship building
- o Access to local produce

Crabtree Farms is an Equal Opportunity Employer. The Company provides equal opportunity to all its employees and applicants for employment, ensures nondiscriminatory treatment in all aspects of personnel policy and procedure, and maintains compliance with applicable laws and regulations.

### **To Apply**

Please forward a cover letter and resume to Melonie Lusk at [director@crabtreefarms.org](mailto:director@crabtreefarms.org) no later than December 16, 2022, for consideration.