

Position Functional Title: Greenhouse Associate

Department: Greenhouse

Reports To: Greenhouse Manager

Position Duties and Responsibilities:

The greenhouse assistant will be primarily responsible for the maintenance and care of research plants and seed in the controlled greenhouse facility. In addition to company minor crop assignments and to general tasks that are shared with other personnel, this position has been assigned specific responsibilities for Tomato and Lettuce crop advancement

- General plant care:
 - Oversight and responsibility for planting, growing and producing quality seed from tomato and lettuce plants in the greenhouse.
 - Responsibility for carrying out the planting plants and organizing the plant material in a greenhouse in conjunction with the project team members.
 - Coordinate and perform tissue collections, crosses, and other samples as required by the project team.
 - Monitor conditions continually in the greenhouse. Report potential issues to the Greenhouse Manager. Work with the Greenhouse Manager to resolve environmental issues. Advise other project team members about conditions that may be affecting seed production, plant health or scientific results.
 - Maintain high levels of cleanliness and sanitation in the assigned greenhouses.
- Pest and Disease Monitoring and Control: supervised by the Pesticide Coordinator's or Pesticide Coordinator's delegate:-
 - Weekly monitoring for common pest and disease symptoms.
 - Apply chemicals as required to control insects and diseases.
 - Post all appropriate postings as directed by the company's Pesticide Coordinator.
 - Record pesticide applications in the Pesticide Application database within 24 hours of application.
 - Obtain Qualified Applicator's Certificate.
 - Attend pesticide applicator appropriate classes to maintain working knowledge and QAC up to date.
- Crop/Project participation
 - Participate in project planning: Assist with Greenhouse planning by communicating harvest data, and carrying out planting requirements as directed by Project Lead.
 - Coordinate with GC and PD staff for smooth transfer of tomato and lettuce plant and seed materials between facilities.
 - Participate in team meetings, including the appropriate meetings during Meeting Week, to better understand project timelines and goals and allow for smooth transition of data and plant material in order to advance projects.
 - Participate in field trial preparations such as seeding, selecting, and transplanting field material.

- Plan for upcoming activities by submitting weekly labor request to the Greenhouse Manager for each crop.
- Weekend and Holiday watering
 - Participate in the watering rotation for the greenhouses, sharing duties of weekend and holiday watering with other employees. All Helper and Assistant level employees are required to water a minimum of 1 weekend day per month and 1 holiday per year.
- Data entry and Recordkeeping:
 - Manage data as it pertains to the tomato and lettuce crops. Collect pertinent information on the crops and conditions for recording in plant database or Excel spreadsheets.
 - Maintain current inventories of plants in the greenhouse including maps of plant material.
 - Manage data for special projects and for cross pollinations.
 - May perform segregation testing.
 - Implement experiments for greenhouse crop cycles and individual experiments as requested by GH Manager or PD lead.
 - Contribute to quarterly and/or monthly project reports as requested.
- Company Responsibilities
 - Attend the regularly scheduled company safety meeting.
 - Maintain safe working conditions by anticipating possible problems. Observations of potential issues will be brought to the attention of the Greenhouse Manager. Employees are encouraged to submit safety suggestions to the Safety Suggestion Box.
 - Submit needed crop supplies to the Greenhouse Manager. Also report any general use supplies that are running low to the Greenhouse Manager.
 - Fill out weekly timesheet as required by Payroll and turn in to the Greenhouse Manager for approval.