

TITLE: Greenhouse Assistant

GENERAL SUMMARY

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 general crop assignments tasks that are shared with other personnel, this position has been assigned specific responsibilities in rice and canola crop advancement

ESSENTIAL JOB FUNCTIONS

- General plant care:
 - Assist with planting, growing and producing quality seed from rice and canola plants in the greenhouse.
 - Assist with plantings and organizing the plant material in a greenhouse in conjunction with the project team members.
 - Perform tissue collections and other samples as required by the project team.
 - Monitor conditions continually in the greenhouse. Report potential issues to the crop leaders in NUE and ST/DT or the Greenhouse Manager. Work with the Greenhouse Manager to resolve environmental issues.
 - Maintain high levels of cleanliness and sanitation in the assigned greenhouses.
 - Assist with general facility sanitation such as composting materials, weed abatement, soil handling, and other duties as requested by GH manager.
- 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 and record pesticide applications as instructed by the pesticide coordinator or the coordinator's delegate.
 - Obtain Qualified Applicator's Certificate.
 - Attend required pesticide applicator training.
- Crop/Project participation:
 - Assist with Greenhouse planning by communicating harvest data, and carrying out planting requirements as directed by Project Lead.
 - 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.
- Weekend and Holiday watering:
 - Participate in the watering rotation for the greenhouses, sharing duties of weekend and holiday watering with other employees. All

Technician 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:
 - Collect pertinent information on the crops and conditions for recording in plant database or Excel spreadsheets.
 - Assist in maintaining current inventories of plants in the greenhouse, including maps of plant material.
 - Assist with experiment implementation as requested by GH Manager or GH project leader.
- 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 requested crop supplies to the Greenhouse Manager.
 - Fill out weekly timesheet as required by Payroll and turn in to the Greenhouse Manager for approval.

REQUIREMENTS

- AA in Plant Science, Horticulture or a related field, or 1 year experience working in a greenhouse.
- Hold current Qualified Applicators Certificate (pesticide certificate), or ability to obtain QAC within 1 year of starting date.
- Able to work long hours in high heat and/or high humidity conditions.
- Able to work independently as well as within a group, and communicate issues and details.
- Able to lift bulky materials, heavy supplies and equipment (up to 50 lbs).
- Able to manage task oriented projects.
- Able to work with MS Word, Excel and Outlook.
- Demonstrate ability to work with minimal direct supervision once trained.
- The greenhouse assistant's duties may require periodic work outside normal working hours, including weekend and holiday work.
- The greenhouse Assistant works on assignments that are complex in nature where judgment and initiative are required in resolving problems and making recommendations.
- Maintains motor vehicle minimum insurance requirements; maintains valid California drivers license; acceptable motor vehicle record.
- Work in a non-smoking environment.