

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Greenhouse caretaker
Biology
West greenhouse
Andy McCollum
Academic Year
Minimum Wage

**Principal Duties
and Responsibilities**

Daily care of greenhouse, watering,
fertilizing, pest and disease
management, pruning, propagating
new plants, make sterile soil.
Equipment upkeep

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Must be observant, careful, reliable. pay
attention to detail. Must be available most
weekends, or arrange for replacement
workers. Must be responsible.

Expectations

Must show up, communicate regularly
with supervisor, communicate times of
unavailability.

Working Conditions

Greenhouse can be hot sometimes

Other