

Job Profile

Job Profile Name:	Greenhouse Assistant
Job Code:	CADA-00013
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general functions. These functions are of low complexity and the incumbent performs them using precise instructions provided by his/her immediate supervisor or other team members.

Typical Functions:

1. Cares for the plants in the greenhouse collection. This includes pruning, propagating, watering and pest monitoring.
2. Keeps the greenhouse and its growth/work areas clean, removing leaf litter and disposing of plants as necessary. Washes empty pots as necessary and uses a pressure washer to sanitize empty rooms.
3. Prepares materials required for courses held in the greenhouses and gives supplies to lecturers and researchers as they require them.
4. Keeps fertilizer and plant collection databases updated.
5. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

Minimum Education, Certification and Experience:

- High School Diploma with minimal or no experience