



FILOLI HORTICULTURIST I – GREENHOUSE

SUMMARY

Filoli is looking for a talented candidate to join our team of committed professionals dedicated to achieving high horticultural standards, along with a dedication to historic preservation. The Greenhouse Horticulturist works under the direct supervision of the Lead Horticulturist – Greenhouse as part of the greenhouse team. The general responsibilities are multi-faceted and include greenhouse and nursery practice, propagation, retail nursery work, merchandizing, foliage picking, interior plant work, irrigation, potting up of table centerpieces and outdoor display pots and other tasks depending on the needs of the area; as well as ordering plants, record keeping, customer service and point of sale activities (data input, pricing and inventory).

This is a fulltime position that works 7:00am to 3:30pm Tuesday through Saturday, as well as some evenings and Sundays to support Filoli events. This position is eligible for employee benefits: medical, dental, vision, life, LTD, Flex plan, 401(k), Vacation, sick leave and holiday pay. Starting pay is \$21.09 per hour (\$43,875 annualized). Please note that there is no public transportation to this site, so reliable transportation is required.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Stocking plants, garden statuary and other merchandise
- Grooming, pruning, cleanup, fertilizing, and irrigation
- Maintain and organize storage areas and manage inventory
- Develop displays including plants and garden shop outside sales
- Propagation for shop coordinated with garden needs
- Maintain computerized records
- Assist guests with information about plants
- Make presentations and teach classes
- Assist other members of the greenhouse team with projects
- Assist with garden maintenance projects when needed
- Direct and train garden interns and volunteers
- Opening and closing greenhouses, nursery and potting shed
- Bedding plants production for the display beds
- Foliage picking, interior plant display work and table centerpieces
- Comply with the Filoli Injury Illness Prevention Plan and Filoli Pesticide Use Policies
- Regular and predictable punctuality, attendance and dependability

EXPERIENCE, EDUCATION AND OTHER REQUIREMENTS:

- Degree in horticulture, biology or other related field highly preferred as well as directly related experience and/or training or an equivalent combination of education and experience.
- 2-4 years experience working in a nursery
- A Certified California Pesticide Applicators Certificate is required within 6 months of employment and must be maintained
- Possess a valid US Driver's License and maintain a good driving record

ABILITIES AND SKILLS:

- Ability to accurately record temperature, light, rainfall and humidity data
- Ability to accurately record plant accession and propagation data with garden computer system
- Ability to regulate environmental controls: thermostats, time clocks, mist systems, etc.
- Ability to safely apply pesticides and proper use of protective gear
- Ability to safely operate power equipment: sprayers, electric carts, blower, etc.
- Ability to properly control weeds and perform cleanup
- Ability to successfully transplant and repot plants and make soil mixes
- Ability to install and troubleshoot drip irrigation systems
- Ability to maintain awareness of work schedules, including sowing/transplanting, special events and garden projects
- Ability to comfortably make presentations and teach classes
- Ability to demonstrate an appropriate level of computer proficiency for departmental record keeping
- Ability to effectively clean and store equipment
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to communicate (listening and speaking) effectively with guests, members, volunteers and employees of the organization
- Ability to demonstrate consistent and predictable punctuality, attendance and dependability
- Ability to take direction, multi-task and work effectively in a team environment

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is regularly required to:

- Use hands to finger, handle, and feel; reach with hands, shoulders, and arms; talk and hear,
- Specific vision abilities include close vision, color vision and ability to focus vision,
- Read documents such as safety rules, operation and maintenance instructions and procedural manuals
- Ability to communicate (listening and speaking) effectively with guests, members, volunteers and employees of the organization
- Perform repetitive motions up to 50% of time using tools, equipment, a keyboard & mouse, carrying plants/pots
- Lift/carry up to 50 pounds, (for example to unload trucks)
- Stand, walk, reach, lift, carry, crouch, push, and bend
- Move about to different buildings and gardens located on the grounds
- Able to drive vehicles and large garden equipment
- The noise level in the work environment is usually moderate, but there are occasions (2-3x a day) when the noise level may require the use of protective gear to shield ears. Due to the use of garden equipment and possible airborne debris, the use of protective eye gear is required when appropriate.

HOW TO APPLY

Please note: Only candidates who provide all the information below will be considered.

- The email subject line must say: **Horticulturist – Greenhouse**
- Resume and cover letter outlining work experience, formal education, and special qualifications/skills.
- Resume and cover letter must be attached using MSWord format or PDF – do not include resume in the body of the email
- Three letters of recommendation

Materials can be emailed (preferred) to careers@filoli.org - Or mailed to:

Filoli

86 Canada Rd.

Woodside, CA 94062

Attn.: Human Resources/Careers

Please no phone calls