



## **GREENHOUSE ASSISTANT**

### **Job Description**

#### **PURPOSE:**

To assist in managing and maintaining the Mitaanjigamiing First Nation community garden.

#### **ACCOUNTABILITY:**

The Greenhouse Assistant will report directly to the Greenhouse Caretaker. The Greenhouse Assistant is responsible for the duties and responsibilities as outlined in this job description. To abide by the policy and procedures of Mitaanjigamiing First Nation. To attend staff, community, and general band meetings or relevant training and workshops, as required.

#### **DUTIES AND RESPONSIBILITIES:**

- Assist in grafting plants
- Assist in inspecting facilities and equipment for signs of disrepair, and recommend necessary maintenance work.
- Assist in positioning and regulating plant irrigation systems, and monitor environmental and irrigation control.
- Assist in preparing soil for planting, and plant or transplant seeds, bulbs, and cuttings.
- Assist in identifying plants as well as problems such as diseases, weeds, and insect pests.
- Assist in coordinating clerical, recordkeeping, inventory, and requisitioning.

#### **QUALIFICATIONS:**

- Secondary school diploma.
- Previous experience in horticulture/gardening activities.
- Equipment and maintenance knowledge.
- Solid communication and analytical skills.
- Proven ability to multi-task and progressively manage competing priorities
- Must be willing to work flexible hours as the schedule dictates.

#### **TERMS AND CONDITIONS:**

- Must provide a vulnerable sector screening that is satisfactory to Mitaanjigamiing First Nation.
- Must sign an Oath of Confidentiality, Declaration of Understanding, Conflict of Interest and Code of Conduct.
- 32-week full-time contract position.