



Greenhouse Assistant
The Organic Gardener Ltd.
Updated December 2018

The Organic Gardener Ltd. (TOG) creates beautiful and productive organic edible gardens. Since 2005, we've built well over a thousand vegetable gardens in and around Chicago utilizing a full line of customized services - design, installation, maintenance, and education.

Based in the North Shore suburbs of Chicago, our team's reach extends to a wide variety of clients throughout the Midwest region. We work with families to create suburban and urban home gardens in yards and unique spaces. And we partner with non-residential groups like corporations, schools, restaurants, and non-profit organizations to craft public food production projects with accompanying educational programming. Come grow with us!

The main focus of the Greenhouse Assistant will be to work on a variety of tasks in and around the greenhouse, as delegated by the Greenhouse Manager. The Greenhouse Assistant will also help our Garden Educator crews occasionally throughout the season in our clients' gardens.

Greenhouse Assistant Tasks May Include:

Greenhouse tasks:

- Seeding flats according to schedule
- Potting up starts in appropriate containers when necessary
- Making sure all plants are correctly labeled
- Keeping plant varieties organized within greenhouse
- Packing/organizing plants according to the crop list for each client's garden
- Making sure plants are being returned and organized correctly as plant overflow returns from gardens
- Watering plants and supporting overall transplant health
- Troubleshooting any pest issues that may arise in the greenhouse
- Assist Greenhouse Manager with various tasks throughout the season
- Reports to Greenhouse Manager & TOG Leadership Team

Garden Maintenance Tasks:

- Perform tasks alongside crews in all aspects of planting and maintaining organic edible gardens, including transplanting, seeding, thinning, weeding, fertilizing, pruning, harvesting, deadheading, grooming, and edging.
- Participate in bi-weekly field trainings
- Perform tasks related to integrated pest and disease management, including scouting, hand-picking, treating, and troubleshooting
- Work and teach hands-on with clients of all ages in the gardens
- Complete detailed garden visit records and input required follow up tasks

Ideal candidate will possess:

- At least two seasons of gardening/farm work
- Undergraduate degree in horticulture, botany, environmental studies, agricultural studies, environmental education, or relevant area is a plus but not required
- Passion for the seed-to-table and edible education movements
- Strong communication skills
- Interest in hands-on, outdoors physical work
- Ability to take direction and guidance well
- Ability to work independently on tasks
- Willingness to be solutions-oriented
- Ability to be flexible with seasonal nature of the job
- Reliable transportation to our headquarters
- Availability in early mornings and on Saturdays

Company is seasonal in nature - this is a full-time position with lighter off-season hours to start. Compensation commensurate with experience. Start date in late March or early April.

To Apply: Send a resume, professional references, and a letter of interest to Julia Wood, julia@theorganicgardener.net