



Director of Gardens/Greenhouses Job Description

Job Title: Director of Gardens/Greenhouses

SUMMARY:

- Manages all Garden work.
- Manages all Greenhouse work.
- Creates, manages and organizes all produce and beef sales and assists in the development and management of a CSA to create a significant income stream from the Garden/Greenhouse creative field.
- Manages all personnel in the Greenhouses and Gardens.
- Manages all tools and equipment for the Greenhouse/Garden Team.
- Collaborates with Director of Operations, Director of Maintenance and Kitchen Manager.

JOB RESPONSIBILITIES:

Greenhouses

- Manage and operate all the Greenhouse operations. Lead and supervise the Greenhouse Manager, who is responsible for all operations of growing herbs and vegetables with types and quantities as decided by Sunrise Ranch.
- Manage, maintain all mechanical, controls and electrical systems for the Greenhouses.
- Manage, maintain all the Greenhouse operating systems, such as drip irrigation, chemilizers and the like.
- Develop growing plan that produces food year-round.
- Develop growing plan that takes care of the needs of the Sunrise Ranch Kitchen first, then creates an abundance that we can sell to the public via farmers markets and/or CSAs.
- Grow organic as a minimum; we like to go “beyond organic.”
- Manage personnel (staff and interns) assigned to assist you.
- Maintain an atmosphere and spirit that is loving, caring and safe.
- Assist Garden/Greenhouse Manager in daily operations, specifically in their absence.
- Have the interest and ability to create and maintain a loving atmosphere, recognizing the importance of growing food in the life cycle of the farm-to-table approach at Sunrise Ranch.
- Assure quality control.

- Assist in ordering, inventory management, and work with Greenhouse Manager to maintain budgets.
- Be receptive to direction and feedback.
- Maintain professional standards and best practices in the Greenhouses.
- Assist in working with the Accounting Department to stay within operating budget.
- Develop, test and record new and best methods of growing produce in the Greenhouses to maximize production and quality.
- Supervise and train Garden and Greenhouse personnel to create high-quality produce.

Gardens

- Manage, operate and maintain all outdoor garden spaces designated to grow vegetables, herbs and flowers.
- Lead and supervise the Garden Manager, who is responsible for all operations of growing herbs and vegetables with types and quantities as decided by Sunrise Ranch.
- The Garden operation includes the herb garden by the Pavilion, the Permaculture Orchard by the Pavilion and the fruit trees scattered throughout the property.

General

- Provide all necessary construction for the Farm, Gardens and Greenhouses in collaboration with Director of Maintenance and Construction (John White Antelope) and the approved budget.
- Coordinate and manage purchasing of materials and equipment with Purchasing Agent.
- Train and supervise workers engaged in the various facets of Agricultural work (Farm, Gardens, Greenhouses)
- Be responsible for all harvest activities, washing and bringing up produce to the Kitchen for its use.
- Operate, care for and use equipment and trucks furnished by Sunrise Ranch; if any training is necessary, it will be provided by Sunrise Ranch to the Director of Gardens/Greenhouses so that he/she may pass it along.
- **This is a working manager position; the Director of Gardens/Greenhouses will perform many of the necessary duties for all of the Gardens/Greenhouses operations.**

SKILLS & EXPERIENCE

- Equipment and maintenance knowledge
- Supervisory and management skills
- Solid communication and analytical skills
- Strong attention to detail; confidentiality required
- Adaptable—thrives in a constantly changing work environment
- Enthusiastic, creative team member—able and willing to participate in community life
- On board with the Sunrise Ranch plan and model for agriculture and enthusiastically supportive of all operations of the Ranch, including providing your insights in a kind a thoughtful manner.