

## **Greenhouse Manager Position Description**

**POSITION:** Greenhouse Manager  
**DEPARTMENT:** Facilities  
**REPORTS TO:** Executive Director/Administrative Officer  
**FLSA:** Non-Exempt  
**STATUS:** Part-Time (10 to 20 Hours/Week)  
**PAY RATE:** \$25 Per Hour  
**Updated:** August 2024



### **POSITION SUMMARY:**

The part-time Greenhouse Manager assists Mālama Maui Nui (“MMN”) in maintaining an on-site greenhouse at our baseyard located in Pu‘unēnē, Maui. This individual is responsible for overseeing the daily operations of our greenhouse facilities including managing plant production, ensuring optimal growth conditions, maintaining of existing irrigation infrastructure, utilizing in-house compost and fertilizer, and coordinating with MMN staff and stakeholders regarding the distribution of cultivated plants.

The ideal candidate will have at least one or more years of experience in plant cultivation and management, with an emphasis on plants endemic to Hawai‘i and in a greenhouse setting. Additionally, this individual should have a resolute commitment to sustainability in agriculture and the use of only natural sources to cultivate plants.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Greenhouse Management:**

- Oversee all aspects of plant cultivation, including seeding, planting, fertilization, irrigation, and pest control. This includes the management and inventory of seeds, plants, and ensuring that the cultivation schedule matches MMN’s needs, priorities, and plans.
- Crop management and inventory, environmental control, irrigation, pest control, equipment maintenance.
- Support in the distribution of plants to the community in alignment with MMN goals.

#### **Sustainability Practices:**

- Maintain the greenhouse in accordance with best practices related to sustainable agriculture, develop and implement systems related to sustainable practices to reduce waste, conserve resources, and promote eco-friendly operations.

### **EDUCATION AND EXPERIENCE:**

- **Education:**
  - This position requires at least a high school diploma or GED equivalency.
- **Experience:**
  - Preference for this role is at least one year or more of experience as either an administrative assistant or as an office manager. Alternative applicable experience will be considered.

### **LICENSES & CERTIFICATIONS:**

- **Licensure:**
  - Valid Type 3 Hawaii State Driver’s license with a clean traffic abstract.

- **Certification:**

- Possess or ability to complete CPR/First Aid within the first 12-months of hire.

**PHYSICAL DEMANDS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role. While performing the duties of this job, the employee may be required to stand; walk; stoop or bend and occasionally lift and/or move 30 or more pounds.

**WORK CONDITIONS/ENVIRONMENT:**

Standard office environment approximately 90% of the time and field participation the remaining 10%, subject to increase/decrease according to event/project scheduling and programmatic needs and priorities.

**APPLICATION PROCESS**

Submit resume and cover letter (optional) to jobs [hiring@mmnui.org](mailto: hiring@mmnui.org) with the position applying for noted in the email.