

FEDERAL WORK STUDY PROGRAM

College Horticulture Worker

Location: Griffin Monday - Thursday 1:00 p.m. to 3:00 p.m.

Supervisor: Belinda Bentoski Hourly Rate: $10.00

Under general supervision, provides assistance to students, instructors, staff members and the general public while working in the Horticulture Department. Greets college visitors in a pleasing manner; determines the nature of their business, and provides appropriate information to other employees as needed; answers, screens and routes telephone calls promptly and courteously to appropriate staff; delivers complete, accurate and legible messages in a timely manner. Properly responds to all inquiries and requests for information in a courteous and timely manner.

Responsibilities include assigned maintenance of horticulture lab areas and facilities including but not limited to weeding, watering, fertilizing, pest and disease scouting, planting, general clean-up, and care of culinary vegetable garden; perform maintenance and repairs on small engines and equipment; assist with supply inventory and quotes for new materials; perform operation of equipment on assigned tasks.

Accepts direction and feedback from supervisors and follows through appropriately.

Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes policies on break and lunch periods; uses work time appropriately.

Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.

Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.

**Minimum Qualifications:**
An experienced horticulture student (currently enrolled in a Horticulture course) is needed. Ability to lift up to 50 lbs., frequent walking between lab spaces and across campus, and will be primarily outdoors including hot, cold and rainy conditions. Student must perform work safely using appropriate personal protection equipment and attire, reporting to work on time during scheduled hours. Self-starter, excellent interpersonal and customer service skills; highly organized, strong verbal communications skills. Knowledge of proper phone etiquette; professional dress; knowledge of phone system operation; and knowledge of college activities and operations; ability to utilize a copy and fax machine; must be detail oriented. Failure to follow proper safety protocols including personal protective equipment may be grounds for dismissal.