



Posting Contact: Jessica Stowell, jessica@poplarpointstudio.com

Job Description: Nursery Manager

Job Type: Part Time (5-10hrs/wk), Seasonal

Pay: \$16-20/hr depending on experience

Location: Moravia, NY

Poplar Point Studio is the premier horticulture and fine gardening service in the Finger Lakes Area. We are focused on making great gardening accessible – offering services from regular garden maintenance, garden coaching, plant design & selection, garden installations, annual & container plantings, holiday décor and garden workshops.

Working here means more than being part of a team – it is a family. We care deeply about our customers as well as those that we work with – directly on the team, or indirectly with vendors and suppliers. We are passionate about sharing our knowledge of horticultural practices, and strive for continuous learning in everything we do. At the core of PPS are driven horticulturists, creative problem solvers, and conscientious land stewards who are dedicated to providing expert green industry services.

The Nursery Manager is responsible for the overall health and well-being of the plants in our on-site nursery. The day to day management of their care, as well as the overall order and maintenance of the nursery facilities themselves will be under your supervision. Keeping these areas tidy, and the plants well cared for will ultimately help our clients have the healthiest plants possible, and make the work of the team for picking up materials quick and efficient.

The ideal candidate for the Nursery Manager would be someone who:

- Has a passion for plants & working outdoors
- Experience with hand watering best practices
- Has proficient knowledge of plant health care, pruning and maintenance practices
- Likes to have fun in life and has a positive attitude
- Has a sense of ownership of garden areas
- Strong work ethic - gets satisfaction from working hard and seeing the fruits of their labor
- Able to work independently
- Strong organization and communication skills

Job Duties would include:

- watering the nursery (or coordinating shifts if needed)
- care of plant material (weeding, deadheading, pruning, fertilizing)
- repotting plants from client properties or job-sites
- potting up root-bound plant material as needed
- keeping nursery area clean, organized and well-tended
- keep supplies stocked & organized
- manage and track plant inventory
- receiving/unloading plant material

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- Advanced Duties:
 - ordering and sourcing plant material
 - irrigation setup/small repairs
 - expansion of holding beds or display beds for PPS use
 - propagation/growing of in-house plant material

Minimum Qualifications:

- High school graduation or GED Certification, preference given if horticulture related job or certificate
- Must be at least 21 years old
- Valid NYS Driver's License, Clear driving record
- Experience in nursery or garden center watering plants

Skills, Knowledge & Abilities:

- General knowledge of safety hazards related to the job and equipment
- Able to establish and maintain effective working relationships with coworkers
- Ability to read, write and communicate efficiently and professionally with others
- Physical strength, flexibility, maneuverability to perform the duties of the position

Physical Demands

- Must possess the physical strength to perform moderate to heavy lifting/carrying from 25 to 75 lbs. for up to 100 feet; push and pull from 30 to 125 lbs. for up to 100 feet on a daily basis
- Physically capable to safely perform bending, twisting, stretching, rotating, kneeling, pushing, pulling and lifting while in awkward positions
- May be exposed to heat, cold and wet weather

Special conditions/requirements

- Required to wear closed toed work shoes and appropriate fitting clothes
- Gloves, safety glasses, uniforms and hand tools are all provided by Poplar Point Studio
- Time expectations of this role are minimal, between 5-10 hours per week during the season, with an additional hours in the off-season to prepare as needed
- If unable to water, a plan must be in place in advance so that no plant material is left unattended for more than 24 hours