



Gardener Job Description

Purpose:

TCAA operates a community garden where friends and neighbors can grow healthy food and build strong connections with their community. Under direction of the Program Manager, the Gardener maintains the garden space, keeps the space healthy and beautiful, and engages individuals of all ages in community gardening.

Supervision Received and Exercised:

Receives supervision from the Food Systems Program Manager

Essential Functions:

Garden

- Maintain the lawn, garden beds, and green spaces
- Prune and trim trees and bushes
- Install landscapes and seasonal plants
- Maintain year-long planting/harvesting calendar
- Monitor and ensure plant health
- Keep garden and green spaces clear of debris and litter
- Harvests fruit and vegetables for distribution to volunteers and TCAA programs
- Pick up, transport, receive and distribute garden supplies
- Plan and conduct garden activities with volunteers and visitors
- Water and feed plants as appropriate. Maintain sprinkler system.
- Monitor and order inventory as needed
- Maintain production records (Harvest Log and egg counts)
- Attend Garden Council meetings
- Track volunteer attendance and hours
- Assist with the care and up keep of chicken coop
- Provide assistance with compost
- Perform other duties as assigned

General Responsibilities

- Serve as a liaison between TCAA and Garden Council
- Maintain documentation of activities and results
- Provide input and recommendations on opportunities for improvement
- Attend ongoing planning and training meetings with staff
- Participate in a biannual evaluation of impact

Qualifications/Experience:

- 1-year experience as a gardener
- Basic horticultural knowledge
- Familiarity with landscape design



- Extensive knowledge of regional plant life
- Knowledge of local pests and how to eliminate them
- Ability to lift heavy objects
- Ability to remain on your feet for long periods of time
- A love of the outdoors and plant life
- Ability to use and maintain gardening equipment, including mowers, trimmers and fertilizers, while following health and safety regulations
- Excellent customer service skills
- Clear written and verbal communication skills
- Creative problem-solving abilities
- Familiarity with Microsoft Office Suite

Education:

Equivalent to completion of the twelfth grade.

License/Certifications:

- A valid AZ driver's license, auto insurance, vehicle for use on the job, and a clean driving record.

Status/Hours:

Part-Time fifteen (15) hours per week, flexible hours, including Saturdays