



SITE MANAGER ASSISTANT

PROGRESSION OF SUPERVISORS: Site Manager, Director of Growing Operations, Managing Director, Vice President, President

JOB SUMMARY: Lead and motivate employees in a way that results in a high level of functioning among the individual team members. Supervise and mentor Section Growers and Custodian(s) to ensure that they are performing their assigned jobs efficiently and accurately. Support Four Star Greenhouse's Mission Statement in all job related functions.

ESSENTIAL FUNCTIONS:

1. Act as a mentor providing daily constructive feedback and guidance. Provide the support needed to enable all employees to produce quality work.
2. Motivate employees and establish accountability through training and goal setting. Participate in formal annual performance evaluations including reviewing status of established goals and establishing new goals.
3. Directly address personnel challenges as they arise. Report disciplinary issue to the Site Manager without delay. Report any other issues that may have legal implications for the Company to Human Resources without delay.
4. Partner with HR and management on the recruiting process. Hire of new employees that have the best potential for being successful on the team.
5. Train employees on company standards regarding the accuracy of punches. Check the accuracy of employee punches through the company payroll system.
6. Establish the employee schedule so that all work areas are covered.
7. Schedule general housekeeping projects along with deadlines to consistently meet department standards. Maintain a site that is clean and well organized.
8. Partner with the Site Manager to communicate and relay important information to the growing staff.
9. Partner with other departments to achieve company goals.
10. Develop & maintain a working understanding of the environmental computer and all greenhouse equipment so that all functions essential to greenhouse operation can be performed. Train employees as needed on the proper use of equipment. Repair equipment as assigned.
11. Actively contribute to the continued success of the company by expressing new ideas that can result in lower costs, improved profits, and improved efficiency. Design and implement experiments that will benefit an individual, the team, or the company.
12. Ensure that all employees follow all safety protocols to minimize the risk of injuries.

ESSENTIAL WORK HABITS:

1. Display leadership behavior and a work ethic that is contagious and results in a positive work environment.
2. Maintain a high level of accessibility for all direct reports.
3. Adjust schedule daily, weekly, or seasonally. IE- work more or less hours depending on the needs of the department. Work with the Section Growers to cover weekends and holidays as necessary.



4. Report to work as scheduled, maintaining a level of absences that results in minimal departmental disruption and minimal unfair burden on other employees.
5. Communicate effectively with all fellow employees. Communicate all relevant information to the Site Manager.
6. Identify challenges and make innovative suggestions for improvement.
7. Demonstrate a positive and cooperative attitude with all employees and across all departments.

ESSENTIAL SKILLS:

1. Earn and maintain the trust and respect of employees and co-workers.
2. Anticipate site related problems before they arise. Demonstrate the ability to solve personnel & site related challenges.
3. Self-educate in order to become an expert on each piece of greenhouse equipment used.
4. Develop systems that reduce or eliminate recurring problems. Adapt systems to accommodate changes in operations.

MINIMUM QUALIFICATION: Two years prior experience as a supervisor.

BENEFICIAL EXPERIENCE:

1. Education in horticulture or experience growing crops.
2. Experience in the field of education.

PHYSICAL ASPECTS:

1. Approximately half of the job is spent standing or walking, bending to the ground and reaching overhead, pulling carts on 4 wheel castors weighing over 200 lbs. Approximately half of the job is spent utilizing a computer and/or telephone at a desk.
2. Lifting a minimum of 25 lbs.
3. Employee will be exposed to the sun and/or high intensity lights.
4. Employee will work in a wet environment where clothes and footwear can become saturated.
5. Employee may be exposed to temperatures that can be at or 10-20 degrees above outside temperature.