

# SUPERVISOR, GREENHOUSE OPERATIONS



**Job Code**  
**7635-SUPERVISOR,  
GREENHOUSE OPERATIONS**

**FLSA Status**  
**Exempt**

**Last Updated Date**  
**5/4/2021 3:39:31 PM**

**Salary Grade**  
**D18**

**Bargaining Unit**  
**ADMN**

**Department**  
**Food Services**

**Work Year**  
**235**

## Overview & Purpose

Provide an overview of the core challenge(s) this role will be called upon to solve internally or for our partners.

### Overview and Purpose

Responsible for the day to day stability of a specific unit within the department. Directs and monitors the work effort of others to ensure the team operates smoothly and efficiently.

## Primary Objective

Why the job exists & what role it plays within DPS

### Job Summary

Manages the day-to-day operations of a greenhouse to grow high-quality, safe, nutritious produce to be served to students across the District to support student success. Works to improve produce quality and yields and collects data to improve operations. Provides leadership to staff members, interns and volunteers and ensures that all safety protocols are followed. Collaborates with department leaders to achieve common goals.

## Key Responsibilities

### Key Responsibilities - Final

#### Key Responsibilities

Operational effectiveness: ensures completion of daily activities; directs and supports the team's work efforts, maximizes productivity and achieves short term goals. Improves the team environment; plans, evaluates, and guides the behaviors of direct reports.

#### Lift Drivers

Operational & Organizational

Plans and organizes: decides how work gets completed, based on what work is prioritized by management. Sets the team up for success by establishing: goals, action plans, deadlines, and standards. Tactfully assigns work to the team according to aptitude, skills, work load and interests.	Personal & Values
Controls quality: closely tracks efforts to confirm work is performed according to standards; checks progress, evaluates accuracy, discovers deviations and identifies solutions.	Personal & Values
Coaches and advises: leads and influences the team's best work by serving as an escalation point, solving routine problems, preventing conflicts, and giving direct feedback. Provides instruction and guidance to ensure full understanding of designated activities.	People & Culture
Training and development: provides ongoing opportunities to help improve daily work skills; educates new team members, hosts meetings, mentors, and allows showcase of strengths. Ensures compliance with district by implementing and enforcing standard practices and procedures.	People & Culture
Communication: maintains a close relationship and regularly discusses workload and deadlines with the team. Report status to team members and managers, including cost, scope, quality, time, performance, and output to create a positive team atmosphere and keep everyone informed.	Community & Equity

## Essential Functions

### Duties and Responsibilities

Description	% of Time Spent
• Manages day to day operations of the greenhouse, including installation, operation and maintenance of vegetable production systems	35%
• Supervises all staff members, motivates and encourages growth, and addresses employee issues and concerns	5%
• Recruits, interviews, hires and trains greenhouse employees in their roles, which includes creating and assigning work schedules for staff members and conducting performance evaluations	5%
• Assesses plant-growing conditions in the greenhouse and adjusts, as needed, to maximize yields; sets planting, maintenance, harvest and cleaning schedules	10%
• Oversees purchasing, inventory and manages a budget; selects seeds and/ or starts, nutrients, disease control chemicals, plant care/ landscaping equipment, etc. to ensure efficient, sustainable greenhouse operation and maximum yields in a cost-effective manner	10%
• Effectively manages greenhouse equipment, irrigation systems, program computer systems and environmental controls to maximize yields in a cost-effective manner; performs minor repairs as needed	10%
• Develops, enhances, and manages standard operating procedures (SOPs) and Food Safety Programs to ensure appropriate guidelines are followed and certification requirements are met (e.g., Good Agricultural Practices, Good	15%

Handling Practices, Organic Standards)

• Collects data on crops and farm systems and monitors data to improve yields and efficiencies and comply with federal/ state/ local regulations and certifications 5%

• Oversees construction of structures and accessories to support the produce growing and packing operations and oversees maintenance of the exterior of the greenhouse and grounds 5%

## Qualifications

Include licensure and certification requirements, if applicable

### Education - Minimum

Education	Level	Area of Expertise
Minimum	High School Diploma/GED	

### Education - Preferred

Education	Level	Area of Expertise
Preferred	Bachelor's Degree	Horticulture, plant science or related field

### Experience

Required Years	Area of Relevant Expertise
2+	Minimum two years of professional indoor plant growing experience/ greenhouse; five years of experience working in a controlled environment greenhouse, commercial greenhouse experience preferred
	Experience with inventory management systems, procurement and logistics preferred

### Years of Management Responsibility

2+

### Licensure & Certifications

**Required - enter any additional required criteria here**      **Preferred - enter any additional preferred criteria here**

Willing to become a certified pesticide applicator within 6 months of hire. Valid Colorado Driver's License and acceptable driving record for the past three years. Must meet District insurability requirements.

### Knowledge, Skills & Abilities - Add additional KSAs as needed

Required/Preferred	Knowledge, Skills & Abilities
Required	Ability to effectively lead a team

Required	Ability to set goals, work independently and drive results
Required	Self-starter/leader who can anticipate department needs in a proactive (versus, reactive) manner
Required	Ability to work in a multi-ethnic and multi-cultural environment with district and school leaders, faculty, staff and students
Required	High degree of integrity in handling confidential information
Preferred	Demonstrated proficiency with Google Workspace
Preferred	Knowledge of Good Agricultural Practices, Good Handling Practices and Organic Standards preferred
Preferred	Knowledge of Greenhouse irrigation systems and ability to perform minor repairs preferred
Preferred	Understanding of greenhouse instrumentation and data collection preferred
Preferred	Knowledge of greenhouse process automation and control systems as well as confidence in troubleshooting and problem solving complex systems preferred

### Working Conditions & Physical Requirements

Compensation use only.

#### Working Conditions - Supervisor Template

<https://financialservices.dpsk12.org/wp-content/uploads/sites/23/Grounds.pdf>

### Disclaimer

#### Disclaimer

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this classification.*