



## SEASONAL HEAD FARMER/GARDENER

**Department:** GARDEN (April- November)

**Wage Category:** Non-Exempt, Hourly

**Reports To:** Executive Chef, General Manager and Owners

### **Position Summary:**

Responsible for managing and directing garden staff and all requisite activities to maintain Winvian Farm Gardens.

### **Essential Duties and Responsibilities:**

- Plan, instigate and monitor plant growth including design, landscaping, propagation, planting, irrigation, weeding, grass cutting, trimming, rubbish maintenance and general garden and facilities maintenance.
- Engage the Executive Chef, General Manager and owners, in the creation and delivery of a garden management plan.
- Management of Greenhouses and Gardens, ongoing garden operations.
- Ongoing responsibilities include allocating work load/tasks to garden staff and developing routine schedules, conducting risk assessments, monitoring work standards and staff performance management.
- Regular interaction with staff and guests.
- Monitor expenditure and control costs to minimize negative financial impact.
- Manage all garden project activities to ensure they are carried out on schedule and within allocated budgets, employing the assistance of external labor / organizations where necessary.
- Lead, motivate and support garden staff, promote smooth working relationships, encourage internal co-operation and team working to maximize the effectiveness of this resource.
- Supervise the training and development of garden staff (including apprentice(s)) to ensure they achieve their full potential and become an integral part of the company.



- Ensure that all garden administration activities are conducted in a professional manner including routine progress reporting, financial and plant records, purchasing of garden consumables, staff and time recording etc. Other assignments and duties may be assigned on an as-needed basis.

***Minimum Qualifications:***

- Minimum 5 years gardening experience

***Safety and Work Habits:***

- Maintain an acceptable attendance record, punctuality and meeting deadlines.
- Participate in training sessions, which may be held outside of regular shift hours, and on or off the regular work location.
- Responsible for adhering to policies, procedures and practices.

***Skills and Knowledge:***

- Ability to work independently, flexible hours, without supervision, and function effectively in a customer service environment.
- Working knowledge of office systems and equipment. Command of Microsoft Excel and Word.
- Valid Driver's License, proof of current insurance, and ability to travel to multiple sites required.
- Ability to meet the physical requirements of the job.
- Must be able to communicate in pleasant manner, in person, by telephone, and electronically.
- Must be able to work efficiently on multiple tasks at the same time.
- Physically able to perform all job functions and duties.
- Effectively communicate in English orally, in writing or electronically.
- Work effectively in a service-oriented environment subject to frequently changing priorities.
- Follow through on assignments, using problem-solving skills and sound judgment.
- Interact with members of the team and other business contacts in a positive and cooperative manner.

***Education and/or Experience:***

- Strong customer relationship building skills.
- Demonstrates a professional mannerism and strong work ethics.
- Flexible work schedule required including weekends.

Please send a copy of your cover letter and resume to [HR@winvian.com](mailto:HR@winvian.com) or [info@winvian.com](mailto:info@winvian.com).

**Winvian Farm, 155 Alain White Road, Morris, Connecticut 06763**