



Village Farms, LP Job Description

Job Title: Greenhouse Management Trainee
Department: Greenhouse Production
Reports To: Facility Manager
Prepared Date: 2/25/2011

GOAL

Be responsible for all operations within the greenhouse facility

AFTER COMPLETION OF PROGRAM TRAINEE SHOULD BE ABLE TO:

- Manage all activities connected to the site
- Responsible for all aspects of the crop
- Monitoring of water waste
- Manage all environmental, irrigation and fertilization controls
- Oversee Bees and Bio's
- Oversee labor force management and cost
- Prepare and tracks production forecasts
- Assist in the budget process
- Maintain costs against budget
- Participate in team meetings with other facility managers
- Conduct meetings of greenhouse staff on a regular basis.
- Communicates well
- Make sure that all documentation required is done so on time.
- Must be able to lead by example and follow all company rules and regulations.
- Maintain a clean, efficient and safe site at all times, inside and out.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Educational experience in greenhouse management and/or Hydroponics

LANGUAGE SKILLS

Knowledge of English and/or Spanish helpful but not essential

MATHEMATICAL SKILLS

- Excellent computer skills
- Microsoft Excel experience

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to maneuver through large scale greenhouse
- Some heavy lifting may be required
- Bending and stretching will be required
- Must not be afraid of heights

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Will work part of the time in a normal office environment, part of the time in a greenhouse environment
- Weekend and evening work will be required

TRAINING PROGRAM STEPS:

Step 1

- Practical training on all tasks in the greenhouse with an aim to be fully conversant in the needs of the plants, and to gain the ability and confidence to teach people at a very high standard in the future.
- Practical training in the Packhouse, this is required to get a good understanding of what our customer's needs are, and the necessity of producing only excellent quality fruit.
- Pest and disease management; the trainee will spend several months to help monitor the pests and diseases in the greenhouse and how to manage the problems, with using both biological control and pesticides.
- GAP, the trainee should become fully conversant with all the companies GAP policies.
- During this time the trainee should take their lunches with the management team and also meet up at the end of the day, open up the lines of communication.

Step 2

- Given an area of responsibility to supervise staff within the greenhouse
- Learn the following Management skills
 - Instructional Techniques
 - Effective Supervision
 - Work Organization
 - Motivational techniques
 - Man Management

Step 3

- Learn the Labor Tracking System
 - Understand the system in use and its capabilities and benefits.
Become fully conversant with the system
 - Understanding of good labor management and its effect on our costs

Step 4

- Learn the Environmental Computer
 - Irrigation
 - Heating
 - Ventilation
 - CMAP
- Involved in weekend duties