

PROPAGATION JOB DUTIES

Propagating Plants W

Propagate all donated cuttings, etc. per UofA sanctioned propagating techniques. Up pot rooted plants as needed.

Greenhouse Keeper W (annual position)

Keeps constant vigilance over the cuttings and plants in the greenhouses. Makes decisions on where to put incoming plants and which plants are ready to be up-potted. Helps to bring in the new plants as well as delivering plants for up-potting to Propagators up front in work area. Put chlorine tabs in pump buckets each week. Sweep and clean as needed. Alert Chairs to any issues.

Nursery Keeper W (annual position)

Checks all plants in Nursery, looking for issues. If insects or disease are detected, take proper measures to contain/eliminate the problem. Make sure all plants are properly named per the Propagation Master Plant Name book, with yellow tags facing front, and placed in the correct area/category. Pull any weeds from pots. Remove dead plants. If there are plants that look bad, but not dead, check with the chairs to see what can be done to save the plant. Alert Chairs to any other issues.

Filling/watering soil carts and hauling trash to the dumpster W

May need to be done several times in one day as needed.

Moving plants to and from greenhouses W

When cuttings have been propagated they need to be transported to greenhouses. During the winter we will spray all cuttings before placing in the GH with a triple action fungicide, miticide and insecticide. Check with Greenhouse Keeper as to where they should be placed. Rooted plants may be moved to the greenhouse or directly to nursery shelves (plant & weather dependent).

Pruning AN

Some plants will need to be pruned in order to grow more full and healthy for the sale. Depending on the growing season and plant growth this may be done weekly or monthly. Also, some plants may require special attention: such as vines which may need to be trained upright in some manner; anything leaning over, or too tall, may need additional support, like columnar cactus.

"Digging For Dollar\$" AN

We get a lot of volunteer plants that grow under the nursery shelves. Many, but not all, are saleable plants and thus we dig them up and put them in a pot. Most of the time it is Salvia and Blackberries, but you never know what will pop up.

Weeding AN

Check entire Propagation area for weeds and pull/dig them up. Areas to be weeded are the work area; Nursery; Inside Myrtle; Behind and around greenhouses; perimeter of fences. Make sure they are not saleable plants!

Cleaning / washing greenhouse floors M

Greenhouse floors need to be scrubbed and/or power washed monthly. In winter when there are plants on the floor, special care needs to be taken so as not to affect their growth (clean aisles and back area around pump bins and drain hole).

Cleaning yellow plant label tags W

We re-use the yellow plant tags from plants that didn't make it. They are collected each week in a small container. Someone will need to take the container home every week to clean the tags. The easiest method is to use a "magic eraser" to scrub all traces of writing off the tag. (Use whatever method works for you, just make sure they are clean.) **Keep track of your time as it counts towards your hours!**

Fertilizing AN

Fertilization changes due to weather, plant needs and how close we are to the sale. Please refer to the fertilization chart when fertilizing.

Pest and Disease Control AN

When alerted to any pest or disease issues we take the appropriate action, for as long as it takes, to eradicate the problem.

Plant Inventory W

Before and after each plant sale we do a complete inventory of all our plants. This not only tells us how many plants we have, but also what our best sellers are. This allows us to maximize our limited nursery and greenhouse space. All data is entered into a spreadsheet.

Updating Master Plant Name Book AN

As different plants come in to be propagated we hand write the correct name in the new additions section in front of the book.

Propagation Donation Table AN

As people come in to donate cuttings and plants make sure they fill out the donation form. If they are unwilling, or unable, ask them the questions and fill out the form for them. After the donator is gone, check the plants for any bugs or diseases (Alert chairs if you find any). Any donations that we cannot use will be offered to the Propagation Team first and then brought to the "free bench" for anyone to take home.

W=Weekly

M=Monthly

AN=As Needed

Unless otherwise noted, these are all shared/rotating jobs