



JOB DESCRIPTION

Greenhouse Associate

Job Title: Hugs Greenhouse Associate

Reports To: Greenhouse Manager

Location: McKinney, Texas

Job Type: Part-Time, Non-Exempt

Pay Schedule: Pay period is every two weeks.

Hourly Rate:

ORGANIZATION OVERVIEW

Hugs Café, Inc. is a nonprofit organization dedicated to enhancing the lives of adults with special needs through training, employment, and meaningful engagement. Our programs—Hugs Café, Hugs Greenhouse, Hugs Training Academy, and Hugs Home Cooking—serve as platforms to empower individuals, foster community, and promote independence through hands-on learning and employment opportunities.

POSITION OVERVIEW

The Associate position is responsible for assisting in the care and maintenance of plants while supporting and working alongside adults with special needs. This role involves providing guidance, encouragement, and supervision to individuals with disabilities as they engage in greenhouse tasks. The associate ensures a safe, inclusive and productive work environment while fostering skill development and independence in employees.

KEY RESPONSIBILITIES

Plant Care & Greenhouse Operations

- Water, fertilize, and care for plants alongside program employees
- Assist with potting, pruning, propagation, and seasonal plant rotations
- Maintain greenhouse cleanliness and organization
- Support inventory tracking and plant sales

Working with Adults with Intellectual and Developmental Disabilities

- Provide hands-on training and support to individuals with disabilities in greenhouse tasks
- Adapt tasks to match everyone's abilities and encourage skill development
- Foster an inclusive, positive and patient learning environment
- Ensure all employees' safety and well-being while working with plants, tools & materials
- Communicate effectively with employees, caregivers, and staff to meet individual needs

WORK EXPECTATIONS

- Able to maintain accurate records
- Able to maintain multiple ongoing projects effectively
- Consistently display the personal qualities of integrity and credibility with a commitment to and passion for the Hugs Café, Inc. mission
- Acts with reasonable care and diligence regarding the best interests of Hugs Café, Inc.
- Represent Hugs Café, Inc. in a professional and dignified manner at all times

QUALIFICATIONS & COMPETENCIES

Required:

- Have a clear background check with no related offenses that may jeopardize the integrity of our program

Preferred:

- Experience working in the disability community is a plus
- Basic knowledge of horticulture, greenhouse work or landscaping

Other Knowledge, Skills or Ability:

- Demonstrate care, compassion and patience while working
- Ability to be calm under pressure
- Possess and demonstrate the personal qualities of integrity, credibility and a commitment to and passion for the mission of Hugs Café, Inc.

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.
- The employee must frequently lift and/or move up to 25 pounds. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required of the supervisor.