



JOB DESCRIPTION

Greenhouse Assistant Manager

Job Title: Hugs Greenhouse Assistant Manager

Reports To: Greenhouse Manager

Location: McKinney, Texas

Job Type: Salaried

Pay Schedule: Pay period is every two weeks.

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

Support all greenhouse activities with staff and job coaches in accordance with established procedures, policies and standards under the direction of the Greenhouse Manager.

KEY RESPONSIBILITIES

- Responsible for Plant Production under the guidance of Hugs Greenhouse Manager
- Support greenhouse employees and job coaches in all areas as requested by Greenhouse Manager
- Coach and lead employees and utilize established guidelines and procedures to achieve their professional goals
- Provide ongoing opportunities for employee training
- Opening and closing of greenhouse and downtown Farmer's Market location as requested by Hugs Greenhouse Manager

- Provide content to Marketing Manager for social media, newsletter, and other communications as requested in coordination with Greenhouse Manager
- Coordinate with Wholesale accounts and production of those orders with guidance from Greenhouse Manager.
- Assist with creating marketing plan for the retail operations at both the Greenhouse site and Farmers Market.
- Encourage customer interactions by employees, making guests aware of the mission of Hugs Café, Inc.

WORK EXPECTATIONS

- Work hours: 40 Hours a week
- Maintain accurate records
- Maintain multiple ongoing projects effectively
- Consistently displays 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:

- 1 year of horticulture experience or equivalent education
- High School Diploma or equivalent
- Ability to lift/carry up to 50 lbs.
- Ability to work flexible shifts/hours
- Ability to achieve certifications as needed for horticulture
- Currently CPR certified or willing to obtain upon hire
- Have a clear background check with no related offenses that may jeopardize the integrity of our program

Preferred:

- Working knowledge of Microsoft Office Applications such as Word and Excel
- Have experience working with adults who have intellectual or developmental disabilities

Other Knowledge, Skills or Ability:

- Strong communication and leadership skills
- Passion for helping others
- Ability to read and interpret information from partnering organizations
- Ability to write reports and correspondence
- Ability to communicate effectively with teammates and families/guardians and other staff members
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to use critical thinking skills to assess the needs of students and take appropriate action when necessary
- Ability to use critical thinking skills to assess the program's needs and take appropriate action when necessary
- Demonstrate care, compassion, and patience when working with students
- Ability to be calm under pressure
- Ability to stay organized and prioritize
- Possess and demonstrate the personal qualities of integrity, credibility, and a commitment to and passion for the mission of Hugs Cafe 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 50 pounds. While performing the duties of this job, the employee is regularly required to sit; reach with hands and arms and talk or hear. 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 accommodation 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. The incumbent will follow any other instructions, and perform any other related duties, as may be required of the supervisor.