

St. Olaf College Student Employee Job Description

Job Title: Greenhouse Worker

Classification: Student Employee (non-exempt)

Name and Address of Employer: St. Olaf College, 1520 St. Olaf Ave, Northfield, MN 55057

If the position requires the student to work off campus, provide the name and address here:

N/A

Department Name: Biology

Unit Number (5 digits): 11120

Length of Position: See Employment Authorization

Contact Person/Supervisor: Charles Umbanhowar

Pay Rate (Check One) x Standard Hourly Rate Supervisory/Special Skills Hourly Rate

Description of the Position: (Purpose of the Position):

Student workers in the greenhouse perform duties to keep the plants healthy and the greenhouse thriving. The hours are flexible and can fit with most any schedule.

Transferable Skills:

- Problem Solving
- Organization/Planning
- Creating
- Technical
- Essential Work Skills

Duties and Responsibilities:

- Water plants as necessary
- Sweep & clean floors and bench tops
- Make new soil, clean pots
- Trim dead leaves from plants
- Check for pests and spray or wipe leaves with alcohol
- Fertilize plants as instructed by greenhouse manager
- Repot as instructed
- Weed greenroof and fertilize as necessary

Qualifications: (Education/Experience/Skills)

- A strong interest in working with plants
- Past gardening and/or greenhouse experience
- Dependable and punctual
- Able to work with limited supervision

This job description is for general information purposes. It is not intended to list all duties and responsibilities of the position. This job description is subject to change at any time by St. Olaf College, with or without prior notice.

Physical and Environmental Factors

(Indicate frequency required in a typical shift for this position.)

Physical Activity	Not Applicable	Rarely	Occasionally	Frequently	Continually
Sitting	☐	☒	☐	☐	☐
Standing stationary	☐	☐	☐	☒	☐
Walking/traversing	☐	☐	☐	☒	☐
Crouching (bending at knees)	☐	☒	☐	☐	☐
Kneeling/crawling	☒	☐	☐	☐	☐
Stooping (bending at waist)	☐	☐	☒	☐	☐
Twisting/pivoting	☐	☐	☒	☐	☐
Climbing/balancing	☐	☐	☒	☐	☐
Reaching overhead	☐	☐	☒	☐	☐
Grasping/handling	☐	☐	☐	☒	☐
Pushing/pulling	☐	☐	☒	☐	☐
Lifting/carrying (< 20 lbs.)	☐	☒	☐	☐	☐
Lifting/carrying (<50 lbs.)	☒	☐	☐	☐	☐
Repetitive motions (constant for 15+ mins; typing, etc.)	☐	☐	☒	☐	☐
Driving	☒	☐	☐	☐	☐
Other	☐	☐	☐	☐	☐
Sensory Activity	Not Applicable	Rarely	Occasionally	Frequently	Continually
Talking in person/on phone	☐	☐	☒	☐	☐
Hearing in person/on phone	☐	☐	☒	☐	☐
Vision for close work	☐	☐	☐	☒	☐
Vision for distance or depth	☐	☐	☒	☐	☐
Distinguishing color	☐	☐	☐	☒	☐
Feeling by touch	☐	☐	☐	☒	☐
Loud noise (need raised voice to be heard)	☐	☐	☒	☐	☐
Other	☐	☐	☐	☐	☐
Environmental Exposures	Not Applicable	Rarely	Occasionally	Frequently	Continually
Respiratory (dust/gas/fumes/steam/odors/poor ventilation)	☐	☐	☒	☐	☐
Chemicals (includes solvents and oils)	☐	☒	☐	☐	☐
Vibrations (exposure to oscillating movements of extremities or whole body)	☐	☒	☐	☐	☐
Wet or humid conditions (indoor)	☐	☐	☐	☒	☐
Extreme cold (below 32 degrees)	☒	☐	☐	☐	☐
Extreme heat (above 100 degrees)	☒	☐	☐	☐	☐
Proximity hazards (moving mechanical parts, moving vehicles, electrical current, etc.)	☐	☐	☒	☐	☐
Heights or cramped quarters	☐	☐	☒	☐	☐
Protective equipment required (mask, gloves, eyewear, ear plugs, steel toe shoes, respirator)	☐	☐	☒	☐	☐
Other	☐	☐	☐	☐	☐

Travel: 0% of time
Operate Hand Tools: ☒ Yes ☐ No
Operate Equipment/Machinery: ☐ Yes ☒ No
Required Dress Attire: ☐ Business Casual
☐ Business Formal
☐ Uniform
☒ Other: Casual
Comments: