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**Federal Work Study
Job Description Form**

Job Title: HCC Garden Assistant

Desired No. of Hires: 4

Department or Organization: BSTEM Division

Address (Off campus only):

Supervisor: Beth Breton

Office: FR 270

Phone: 552-2436

Email: ebreton@hcc.edu

Designee: Heather Duso

Office: MRB 318

Phone: 552-2864

Email: hduso@hcc.edu

General Job Description:

Join us in cultivating a vibrant and sustainable garden at HCC Gardens!

The HCC Gardens are seeking motivated and dependable work study students to assist with various gardening and landscaping tasks. This position offers hands-on experience in horticulture, sustainable agriculture, and garden maintenance, making it an excellent opportunity for students interested in environmental science, agriculture, or related fields.

Detailed List of Duties:

- Assist with planting, watering, weeding, and harvesting crops and ornamental plants.
- Help maintain garden beds, including soil preparation, mulching, and fertilizing.
- Prune and trim trees, shrubs, and plants as needed.
- Monitor plant health and report any issues such as pests or diseases to the supervisor.
- Maintain garden paths, structures, and equipment, ensuring the garden is clean and safe for visitors.
- Assist with composting and other sustainable gardening practices.
- Support in organizing and participating in garden-related events and workshops.
- Perform other related duties as assigned by the Garden Supervisor.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

- Gain practical experience in gardening and sustainable agriculture.
- Flexible working hours to accommodate your academic schedule.
- Opportunity to work in a beautiful outdoor environment.
- Develop skills in plant care, garden maintenance, and teamwork.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

- There will be opportunities to support and potentially guide community volunteers, members of nonprofit agencies, and research scientists.
- Hires will work with various gardening tools including push lawnmowers and weed whips.
- The position will require manual labor in an outdoor environment.

Skills and/or previous experience desired:

- Must be a currently enrolled student eligible for the work study program.
- Ability to perform physical labor, including lifting up to 30 pounds, bending, and standing for extended periods.
- Willingness to work outdoors in various weather conditions.
- Dependability, punctuality, and a strong work ethic.
- Good communication skills and the ability to work as part of a team.
- Previous gardening or landscaping experience is a plus but not required.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

Flexible, M-F 7am-4pm

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Elizabeth Breton
Print Name of Supervisor

Dean of BSTEM
Title

07/08/2024
Date

Please return completed form to drosado@hcc.edu