



**JOB TITLE: Part Time Hydroponics Production Coordinator**

**DEPARTMENT:** Production Department

**LOCATION:** 2160 Old Selma Road

**NORMAL WORKING HOURS:** 7:00am to 8:00pm Vary when needed and scheduled

**REPORTS TO:**

**POSITIONS SUPERVISED:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Choose plants to be planted for that run that can be grown cost effectively hydroponically
2. Develop a system and time schedule for planting vegetables, herbs, and other plants
3. Oversee maintenance of hydroponic equipment and greenhouse, ordering of necessary equipment and seeds, and maintained accurate records and journals.
4. Determine what nutrients are needed by the plants being produced
5. Find ways to make hydroponic systems more efficient
6. Project and compile an annual budget
7. Other duties as related.

**QUALIFICATIONS / REQUIREMENTS:**

1. Degree in Agricultural Education
2. Negative Results of a Two-Step Mantoux TB Test and Drug Screening.
3. Satisfactory Results of Local and State Records Background Check.

**EDUCATION/TRAINING/EXPERIENCE:**

1. High School Diploma/GED Required

**POST HIRE REQUIRED TRAINING, CERTIFICATIONS, REGISTRATION, LICENSURE:**

Maintain applicable license/certification/registration

**RELATED FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Maintains confidentiality
2. Maintains the chain of command
3. Demonstrates and maintains regular and reliable attendance to work
4. Is aware of and adheres to personnel manual and department rules and regulations
5. Provides accurate and timely records as required by the position.