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| JOB DESCRPTION |

**JOB TITLE:** GLASSHOUSE MANAGER **JOB HOLDERS NAME:**

**REPORTS TO:** COMPANY DIRECTOR  **LINE MANAGERS NAME:** VINCE RUSSO

**KEY RESPONSIBILITES/ACCOUNTABILITIES:**

Quality assurance of all aspects related to the planting and production of high quality plants on a planned, efficient, commercial basis across Valley Grown Nurseries.

Through co-ordination with the Commercial Department (Clive Lewis) be responsible for the cost effective and timely purchasing of seeds, young plants and sundries as required to meet targets throughout the season.

**Day to day responsibilities:**

Forecasting of crop production on a weekly/monthly basis.

Cost management including, knowledge of margins to ensure profitable operation.

Efficient design of a planting programme, scheduling the planting and picking the crop to maximise the economic growing potential.

Liaising with the Commercial Department in order to determine seed and plant varieties, and trials, to ensure correct size and quantity of products are grown to meet customer requirements.

Maintenance and quality assurance of commercial plant production across all sites including pest, disease and weed control programs, commensurate with hygiene and health standards through personal inspection and effective people and resource management.  Ensuring food safety and quality is paramount.

End of season procedures, including crop clearance and sterilisation of the glasshouse in preparation for the following season planting are the responsibility of Nursery Grower Manager

Overseeing safe and effective operation of all equipment associated with the nursery production and ensure effective compliance with all health and safety and service regulations, policies and procedures in conjunction with the Health & Safety Manager.  Safe work practices on site are essential.

Ensure effective management is in place when **you** are not on site, as a result of days off, annual leave or other absences.  Your absences should be communicated verbally and confirmed via email with the Nursery Director and Crop Manager   As a senior member of the team, good communication between all Managers is essential.

Your working week will operate on a rota basis, in conjunction with and, to ensure that Senior Management is on site at all times.  It is anticipated that your average working week would require you to be on site for 6 days. Two or more consecutive days away from the Nursery can be organised between yourself and the rest of the management team

**Supporting the Team and Managing People**

Responsibility for all employees working within the glasshouse.

Managing performance of the plant production team to maximise efficiency and minimise costs.

Determine the organisational structure of the employees within the Nursery.

Set the criteria for individual employee’s workloads and review performance, taking disciplinary action or terminating contracts where necessary.

Assist in the determining financial packages for individual employees.

Between yourself and the assistant Manager Forecast the labour requirements (number of employees and average weekly hours) and related costs, over the growing season.

Overseeing the training of all crop workers.

Ensure that the health & Safety Policy is communicated to all Nursery employee

Be responsible for the safety working practices within the Nursery.

Overall responsibility for the presentation of the Nursery in terms of cleanliness and hygiene.

In essence, we are asking you to take overall responsibility for profitable crop production at Valley Grown Nurseries and for the effective running, production and maintenance of the glasshouse.

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| **Approved by:**  **Line Manager** |  | **Date:** |  |
| **Employee Name: Signature:** |  | **Date:** |  |

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| Originator | Date of issue | Issue No | Document ref | Approved |
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