Key Responsibilities

September – Harvest & Garden Care

- Harvest vegetables and other produce as needed, generally 1–3 days per week.
- Deliver harvested produce to the school kitchen.
- Weed and provide basic care for plants and garden beds.
- Monitor plant health and address routine garden needs.
- Expect approximately 1–2 hours per visit, with harvesting generally taking 1–1.5 hours.

October – Prepare Hoop House for Winter

- Put the hoop house/garden to bed for the winter.
- Remove dead and finished plants.
- Clean and prepare garden beds.
- Add fertilizer as needed.
- Remove, organize, and store soaker hoses in the designated tote near the greenhouse.
- Work with students as they assist with removing old plants.
- Coordinate and supervise students while maintaining a safe and productive work environment.
- Anticipate approximately 10+ hours of seasonal fall cleanup, depending on the condition of the garden and available student assistance.

November–January – Winter Monitoring

- Check the hoop house/greenhouse approximately once per week.
- Monitor snow accumulation on the roof and ensure snow load is not creating a risk of damage.
- A brief drive-by inspection is generally sufficient unless additional attention is needed.
- Report any damage, maintenance concerns, or safety issues to the appropriate school staff.

February – Garden Planning

- Plan the upcoming growing season.
- Select and order seeds.
- Create plant labels/tags.
- Develop planting schedules for classroom use.
- Prepare materials and plans for spring planting.
- Continue weekly monitoring of snow accumulation and greenhouse conditions.
- Anticipate approximately 5–6 hours of planning work, primarily completed off-site.

March–April – Seed Starting & Student Planting

- Plant seeds with students.
- Help students learn proper planting and care techniques.
- Monitor seedlings and plants 1–3 days per week.

- Water seedlings and monitor plant health.
- Up-pot/re-pot plants as needed with students.
- Prepare for transition from indoor growing to the outdoor garden.
- Planting sessions generally require at least 2 hours, including setup, instruction, planting, and cleanup.
- Routine plant checks generally take approximately 1 hour.
- Re-potting/up-potting projects may require approximately 2.5 hours.

May – Garden Preparation & Planting

- Continue spring planting and plant care at the beginning of the month.
- Prepare the outdoor garden for planting, including:
    - Repairing garden infrastructure as needed.
    - Repairing and laying soaker hoses.
    - Connecting power to the hoop house.
    - Tilling garden beds as needed.
    - Applying fertilizer/soil amendments.
    - Preparing planting areas according to the garden plan.
- Work with sixth-grade students on garden preparation and planting.
- Supervise and guide students as they assist with garden preparation.
- Complete garden preparation before planting, weather permitting.
- Plant the garden with students toward the end of May.
- Apply mulch after planting when appropriate.
- Garden preparation generally requires 8+ hours with student assistance.
- Planting generally requires approximately 10 hours with students.

June–August – Summer Garden Care

- Finish any remaining planting in June.
- Mulch garden beds as needed.
- Maintain the hoop house and garden throughout the summer.
- Visit the garden approximately 3–4 days per week.
- Water plants and monitor irrigation systems.
- Weed garden beds.
- Monitor plant health.
- Fertilize as needed.
- Harvest produce as needed.
- Deliver harvested produce to the appropriate school kitchen/program.
- Summer garden visits generally require approximately 2–3 hours per visit, depending on weather, plant growth, and garden conditions.

Student Supervision & Education

A key component of this position is working alongside students. The Caretaker will:

- Provide age-appropriate instruction during gardening activities.
- Supervise students while they plant, weed, harvest, clean beds, spread soil amendments, mulch, and complete other garden tasks.
- Encourage students to participate safely and responsibly.
- Help students understand basic gardening, plant growth, food production, and environmental stewardship.
- Work collaboratively with classroom teachers and school staff to coordinate garden activities.

Equipment & Materials

The Caretaker will maintain and properly store garden-related equipment and supplies.

- Greenhouse/hoop house supplies are stored in labeled totes.
- The tiller is stored in the shed; the designated staff member maintains the battery.
- The designated staff member can provide information regarding the location of the two picnic tables available for use at the garden.
- The Caretaker should keep supplies organized and report damaged, missing, or needed equipment to school administration.

Additional Growing Responsibilities

The school may also incorporate additional growing projects, including hydroponic growing. The Caretaker may assist with planting and maintaining hydroponic crops, such as lettuce, as directed by school staff.