



Job Title: Nursery Leading Hand
Organisation: Toolijooa Nursery
Location: West Hoxton NSW 2171

Toolijooa Nursery specialises in the collection & propagation of provenance native seed & cuttings throughout the Sydney Basin & beyond.

About the Role

We are seeking a dynamic Leading Nursery Hand to supervise our dedicated team and oversee propagation and plant production processes. Reporting to the General Manager and Production Manager, you'll play a pivotal role in staff management, quality control, and operational excellence.

Employment Type: Full-Time

Salary: \$73,000.00 – \$80,200.00 per annum + 17.5% leave loading + 11.5% superannuation + TIL system

Work Hours: 38 hours per week.

Key Responsibilities

- **Staff Leadership:**
 - Conduct pre-work briefings and lead training sessions.
 - Supervise and delegate tasks to Nursery Tradespeople and Hands.
 - Support staff performance management, training, and welfare.
- **Collaboration:**
 - Work closely with the Production Manager to plan and coordinate production, maintenance, and dispatch activities.
 - Conduct monthly WHS meetings and promote safety compliance.
- **Daily Operations:**
 - Implement Toolijooa policies, including WHS, QA, and EEO.
 - Maintain quality control and ensure timely order fulfillment.
 - Record and manage data, including seed germination and stock audits.
- **Workplace Safety and Environmental Management:**
 - Identify and address workplace hazards.
 - Promote sustainable environmental practices and train staff on compliance.
- **Administration and Maintenance:**
 - Oversee record-keeping for operations, chemical usage, and irrigation systems.
 - Ensure nursery cleanliness and assist with equipment maintenance.

What We're Looking For

- Experience in nursery operations and staff supervision.
- Strong organisational and communication skills.
- A commitment to safety, quality, and environmental sustainability.
- The ability to foster a positive and inclusive team culture.



Toolijooa Nursery

How to Apply

If you're passionate about nursery operations and leadership, we'd love to hear from you! Please send your resume and a cover letter outlining your experience and suitability for the role.

Contact:

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