

Job Description

Position title: Field, Greenhouse and Market Crew

Description of duties:

The employee will work with a field crew of 3-4 people, five days a week. The employee will be responsible for working cooperatively with field crew in order to oversee operations of the farm on a day to day basis and keeping on task and working efficiently through all farm activities. Specific duties will include: managing field and greenhouse crops and their particular fertility and irrigation needs, and pest and disease pressures; greenhouse seeding, field seeding, transplanting and hand cultivation; managing CSA customer communications; record keeping, marketing and financial management; operation of compact tractor and equipment for primary and secondary field tillage and bed preparation; efficient harvest and post-harvest handling of produce.

All work will be conducted within the context of the LEAN, no-waste, high efficiency methods to increase profitability of the farm.

Responsibilities:

General

- Work cooperatively with farm crew on a daily basis to ensure seeding, planting, cultivation, irrigation, harvest and processing/packing deadlines are met
- Create, by example, a positive, co-operative and energetic work environment in which productivity and quality are emphasized
- Conduct field work, decision making and task management according to principles LEAN production.

Field Operations

- Assist in developing schedules for successive seedings/plantings of field crops, and ensure that they are followed on a weekly and monthly basis
- Monitor and manage weeding, irrigation and pest/disease control in a timely, pro-active manner
- Develop weekly produce lists to provide targets for harvesting and packing of all crops
- Efficient post-harvest handling of produce for market
- Oversee soil fertility through seeding of green manures and other inputs
- Maintain careful records of all planting, harvesting and crop/soil inputs
- Take responsibility for certain crops and areas of farm production (i.e. irrigation, pest management, etc.)

Office/Marketing

- Understand how to determine weekly produce lists to provide targets for harvesting and packing of all crops for market
- Prepare weekly produce and price lists for publication in the farm newsletter
- Administer weekly customer newsletter and respond to CSA e-mails
- Maintain production records on a weekly basis and in accordance with organic certification

requirements

- Attend weekly farmers markets on a regular basis

Qualifications and Skills Required:

- Preferably a post-secondary degree
- Basic financial capabilities
- Strong interpersonal and supervisory skills
- Familiar with organic production methods and organic standards
- Project management skills
- A positive, can-do attitude and a drive to work quickly and efficiently
- Consistently and reliably punctual

Breakdown of costs:

	Semi-monthly	Monthly	Season
Hours	80	160	1040
Gross wage	960	1920	11520
CPP	83.04	166.08	996.48
EI	37.32	74.64	447.84
Tax	89.69	179.38	1076.28
Remittance subtotal	210.05	420.1	2520.6
Training costs (online LEAN production course)			1597.85
Project cost			15683.45