



COMMUNITY GROUNDWORKS POSITION DESCRIPTION

Title: *Farm Production Manager*

Reports To: *Farm Director*

General Statement of Duties and Responsibilities

The Farm Production Manager is responsible for maintaining, improving, and strategically growing for CSA and wholesale production that contributes to the overall sustainability of the organization. They manage the operational aspects of certified organic vegetable, sprout, herb, greenhouse, and flower production. The Production Manager also assists with farm intern, worker share, and volunteer training and education.

Specific Duties and Responsibilities

Farm Production

- Responsible for the implementation of all aspects of farm production, including tillage, planting, cultivation, pest control, harvesting, and packing on five acres of organic cropland, as well as greenhouse production.
- Take the lead in planning the annual farm production plan, such as seed ordering, planting calendar, field maps, etc.
- Implement farm production record keeping, such as vehicle maintenance logs, harvest records, field work logs etc.
- Identify and execute weekly production priorities and goals, and coordinate with staff and interns.
- Participate in all aspects of sprout production from planning to packaging, including daily sprouting chores.
- Assume responsibility for all aspects of greenhouse operations, including both in-ground and seedling production.
- Thoroughly understand and follow all requirements for certified organic produce and sprout production.
- Understand and maintain all production and quality standards as determined by the Farm Director. Assist farm workers in understanding and following those standards as well.
- Take the lead on keeping existing farm infrastructure well maintained, including the greenhouse, irrigation system, trucks, tractor, and farm buildings.
- Work with the Farm Director to develop new infrastructure and capital improvements, as needed.

Education

- Assist the Education Manager in all production aspects of the Beginning Farmer Training Program.
- Contribute to curricula and hands-on educational opportunities for apprentices, volunteers, and worker share participants.

Business Development

- Work with the Farm Director on all aspects of CSA delivery and wholesale accounts, including staffing of the farm stand, and making wholesale deliveries.

Training and Supervision

- Assist Education Manager in training and supervising interns, worker shares, students, and volunteers.
- Be an active participant in a weekly field tour.
- Work closely with the Education Manager to implement farm worker orientations, formal intern classes, intern presentations, book discussion, or other educational opportunities that both develop a competent and effective work force and enhance our workers' educational experience.

Additional Responsibilities

- Attend agency staff and farm staff meetings.
- Assist with tours and CGW events.
- Other tasks as assigned.

Required Knowledge, Skills and Abilities

- This position requires a minimum of 3 seasons experience in vegetable production (with management for at least one season), or equivalent.
- Experience managing all aspects of diversified organic vegetable production – knowledge of both CSA and market models important.
- Experience working with and maintaining small scale machinery and tractors required.
- Experience working with non-profit organizations a plus.
- Experience supervising employees, interns, and/or volunteers.
- Ability to work quickly and efficiently in all types of weather.
- High attention to detail.
- Ability to lift 50 lbs.
- Ability to drive a 16ft. box truck, tractors and other farm equipment.
- Ability to motivate crew to work quickly and efficiently.
- Ability to multitask own work while supervising others.
- Proficient use of smart phones, office software, email, and other technology.
- Experience working with diverse groups of people in community settings, with cultural competence.
- Strong organizational and communication skills and a demonstrated ability to follow through on commitments, responsibilities, and tasks.
- Flexibility and willingness to grow in response to needs or changes in the field.
- Ability to commit to and promote CGW's mission, goals and priorities.

Additional Information/Requirements:

- The incumbent must provide proof of automobile insurance as required by the State of Wisconsin, and provide a copy of a valid Wisconsin driver's license. Employees are required to provide updated proof of insurance and driver's license as they renew.
- Work some weekend and evening hours.

Compensation

- \$15/hr starting
- Access to farmer food and U pick flowers and herbs

Position Classification:

This position is FLSA Exempt, Full time March-October, Part time November-February. 0.85 FTE (1,768 hrs/yr). Eligible for benefits, including paid time off.

Probationary Period:

This position has a six (6) months probationary period.

Approvals:

Employee Date

Supervisor Date

11/17