Farm Assistant/Market Supervisor
GROWING HOME

DATE POSTED
January 22, 2014

LOCATION
Chicago, IL

CATEGORY
Agriculture / Non-Profit

JOB TYPE
Full-Time

JOB DESCRIPTION

Description: Growing Home is seeking a Farm Assistant/Market Supervisor to assist with all aspects of organic vegetable production and marketing at our certified organic urban farms, and to manage sales at our main farmer’s market, the Green City Market. This position is based out of our Wood St. Urban Farm in Chicago’s West Englewood neighborhood. Work on the farm can be diverse, ranging from harvesting and processing, to preparing planting beds and trellising tomatoes. Candidates should expect hard work in a fast paced environment. Employees are regularly expected to carry out difficult tasks in all kinds of weather, and to work quickly and efficiently.

Growing Home operates an innovative transitional jobs program through our organic farming business. This position involves job-training and supervision of program participants (referred to as interns) during on-site farm work, and oversees interns working at the farmer’s market. This person will also assist with marketing to restaurant and wholesale customers, as well as developing new value added urban farm products. We are looking for a hard-working, detail-oriented individual with a positive attitude, who is committed to Growing Home’s broader organizational mission.

Job Type: Full-Time (40 hours/week) March 3 - December 12 (41 weeks) Schedule: Tuesday-Saturday from April-December; Monday-Friday during March

Compensation: Hourly, based on experience; paid vacation, and option to enroll in Growing Home's medical and dental insurance.

Responsibilities:

Farm Production:
- Bed Preparation (clearing, tilling, amending, raking)
- Transplant production and transplanting
- Direct Seeding – ensure accurate seeding using various precision seeders
- Maintain planted beds – irrigating, weeding, fertilizing, trellising, thinning, pruning
- Harvest, process, and pack high quality produce
- Product deliveries and supply runs
- Transport Growing Home production assistants between worksites using company vehicle
- Provide record keeping and farm data entry support (Must be proficient with Microsoft Excel, Word)
- Basic carpentry and repair work; examples include irrigation line installation and repair, fabricating trellises, installing/repairing thermostats, fans, and plastic on hoophouses, etc.

Manage Growing Home sales at Green City Market.
- Ensure a high level of product freshness and sanitation; maintain attractive market display.
- Complete weekly farmer’s market reports and intern reviews
- Ensure accurate sales transactions and correct change
- Keep accurate market sales records
- Supervise Growing Home interns working at market
- Provide informative and accurate description of Growing Home’s larger organizational mission to market customers

Job-Training and Intern Supervision:
Provide direction to interns and intern working groups (crews up to 10 interns) during morning work period (8 am – 12 pm, Tue – Fri).
- Take responsibility for group work performance and work outcomes of intern work crews under his/her direction
- Provide verbal feedback to interns concerning work performance and job readiness according to specific program themes and measures.
- Conduct farm-skills trainings for interns as needed.

Other Responsibilities:
- Develop marketing to restaurant and wholesale customers - Assist with development of new value added farm products
- Assist with farm equipment and supply purchasing

Applicants must have a valid driver’s license and be able to travel to Growing Home’s Wood St. Urban Farm prior to the market on Saturday. Market days begin as early as 4:30 am during the peak summer weeks. Candidates must be able to work well under pressure.
Qualifications:
- Positive attitude
- Farming and sales experience
- Detail-oriented, dependable, and punctual
- Attention to quality-control
- Proficient with Microsoft Excel/Word
- Interest in working with Growing Home’s transitional jobs program participants
- Able to lift 75 lbs.
- Able to work independently; self-directed.

COMPENSATION
this position is PAID

HOW TO APPLY
Please click here to sign in and view application details.
If you are not registered, you'll be prompted to do so. Don't worry, it's free!

DEADLINE
February 05, 2014

FAQ's

How much does it cost to post a job?

$60 for 60 days

How do I pay for my post?

With a Visa, MasterCard or American Express.

Can I upload a standard application form?

Yes! Select the option to upload a PDF file under the job description section.

Can I edit my post after it's been published?

Sure! Access your previous posts from the My Account button on the top right side of the page (don't forget to sign in).

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