



GROWING HOME

PRODUCTION ASSISTANT JOB DESCRIPTION

Each year, Growing Home hires 50+ individuals to work as Production Assistants (PAs) on our urban organic farm and participate as students in our job readiness program. The program is a 14-week, paid, on-the-job training opportunity with the goal of transitioning into permanent, full-time employment throughout Chicagoland.

PAs assist in farm production, weeding, harvesting, washing, and selling organic vegetables in all weather conditions. In addition, PAs will participate in job readiness classes covering subjects such as professionalism, conflict resolution, interviewing, and resume development. PAs work towards obtaining a permanent job by the end of the 14 weeks through active participation and job search. The majority of our PAs secure employment in the following industries: food service, warehousing, retail, maintenance, distribution, and customer service.

MINIMUM QUALIFICATIONS

- Must be 18 or older, and not currently in high school
- Must be unemployed
- Must have basic reading and math comprehension
- Must be a Chicago resident
- Must be able to stand, bend, and work for up to 6 hours at a time

KEY INFORMATION

- Minimum 23 hours of work per week
- Paid \$11/hr every two weeks; will increase to \$12/hr in July 2018
- On-the-job training and assistance with job placement
- Transportation Assistance for the first 2 weeks of the program

Growing Home considers applications from individuals who meet all of the above qualifications, as well as those who may have been previously incarcerated, have misdemeanor or felony convictions, and those who are currently on probation or parole.

ESSENTIAL JOB DUTIES

- Actively participate in all job readiness and classroom activities
- Planting, weeding, watering, transplanting, and harvesting crops
- Efficiently weighing and packaging produce for purchase
- Some site-specific landscaping responsibilities
- Assistance with farmer's markets and farm stand operation
- Complete sales, stock display, and record inventory at markets
- Educate customers on Growing Home's USDA-certified organic vegetables

WORK SCHEDULE

Weekdays: This is a typical schedule; however, it could change based on farm needs or special events.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|--------|---------|-----------|----------|--------|
| Start Time | 8:30am | 8:30am | 8:30am | 8:30am | 8:30am |
| End Time | 2:00pm | 3:00pm | 3:00pm | 3:00pm | 3:00pm |

Weekends: You will not be expected to work every weekend; however, you will work two weekend days over the course of the 14 weeks. When it's your turn to work a farmer's market, you will be given advance notice to make any necessary arrangements.

| | Saturday | Sunday |
|------------|----------|--------|
| Start Time | 4:45am | 7:00am |
| End Time | 3:00pm | 4:00pm |

WORK ENVIRONMENT

Work is performed outdoors, subject to varying weather conditions, and includes a lot of bending, lifting, stooping, squatting and standing for extended periods of time.

APPLICATION PROCESS

1. Call 872.256.6439 to schedule an info session
2. Attend scheduled info session
3. Attend scheduled interview (selected applicants will be notified)
4. Attend intake (selected applicants will be notified)
5. Hiring/Enrollment into program

APPLICATION DEADLINES

Cohort 1

Apply: March 2018

Start Date: April 2, 2018

Cohort 2

Apply: April 2018

Start Date: June 4, 2018

Cohort 3

Apply: June 2018

Start Date: July 30, 2018

REFERRAL AGENCIES

If you are a representative of an organization or agency and would like to request an application session for 10 or more people at your site, or would like more information, please contact Alicia Feistamel, Employment Training Operations Coordinator, at 773-434-7144 or afeistamel@growinghomeinc.org. Your client's can call our Recruitment Number at 872-256-6439 to schedule themselves for an info session. Thank you for sharing our information with your coworkers and clients.