



# GROWING HOME

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**Position:** Farm Crew Leader

**Hours:** Full time, Monday - Friday

**Supervised by:** Farm Manager

**Employment dates:** February 5th - December 21st, 2018

**Compensation:** A pay rate of \$15/hr. Option to enroll in health insurance, six paid holidays, paid vacation days accrued at a rate of 1.66 days per month worked, up to six paid sick days earned at a rate of one day per month worked.

**Description:** Growing Home's organic urban farm and job training program is seeking a highly motivated detail-oriented individual to join our staff as a Farm Crew Leader. This position entails day-to-day farm and site maintenance, harvesting, and processing of produce, and daily training of all Production Assistants (participants in our transitional job program). The Farm Crew Leader reports to the Farm Manager and Director of Farms.

Growing Home operates USDA-certified organic farms that produce between 25,000-35,000 pounds of vegetables and herbs annually. We use our farms as a platform for our 14-week job training program serving 52 individuals facing barriers to employment on an annual basis, and as a source for affordable healthy produce in the Englewood neighborhood.

## **Responsibilities:**

### Farm Production:

- Bed Preparation (clearing, tilling, amending, raking), transplant production and transplanting, direct seeding
- Maintain planted beds – irrigating, weeding, fertilizing, trellising, thinning, pruning
- Harvest, process, and pack produce
- Product deliveries and supply runs as needed
- Ensure quality, sanitation, and freshness standards
- 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
- Assist Food Access & Distribution Manager at Green City Market at least six Saturdays between May and October, and/or fill in for market if needed
- Treat all customers respectfully and courteously
- Take part in weekend watering split amongst staff

### Job-Training and Production Assistant Supervision:

- Provide direction and supervision to Production Assistants working groups (crews of up to 10 PAs) during morning and afternoon work periods



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- Take responsibility for group work performance and work outcomes of work crews under their direction
- Ensure that Production Assistants are courteous and helpful to all those on-site, immediately addressing and correcting problems
- Model and demonstrate excellent communication skills with other staff and participants, especially under frustrating conditions
- Provide verbal and written feedback to Production Assistants concerning work performance and job readiness according to specific program themes and measures
- Communicate any notable issues and/or successes to staff as needed
- Conduct farm-skills trainings for Production Assistants as needed
- Participate in “case note” system for communicating information concerning Production Assistant work performance between farm and employment training staff.
- When needed, transport Growing Home Production Assistants using company vehicle
- Participate in program-related activities such as motivational morning meetings, Monday afternoon staff meetings, and performance evaluation

## **Qualifications:**

- At least one season of farming experience
- Positive attitude
- Detail-oriented, dependable, and punctual
- Attention to quality-control
- Able to lift 80 lbs.
- Able to work independently; self-directed
- Valid Illinois Driver’s License
- Ability to work well in all weather conditions

## **To Apply:**

If interested in the full - time Farm Crew Leader position please send one PDF document including a cover letter and resume along with two professional references to Fred Daniels, Director of Farms, at [farm@growinghomeinc.org](mailto:farm@growinghomeinc.org). Applications are due January 26th. Email subject line should include the position title. No phone calls, please.

All qualified applicants will be considered for for employment without regard to race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, gender identity, military status, current employment status, or prior record of arrest or conviction.