



GROWING HOME

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PRODUCTION ASSISTANT JOB DESCRIPTION

Each year, Growing Home hires 50+ individuals to work as Production Assistants 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.

Production Assistants assist in farm production, weeding, harvesting, washing, and selling organic vegetables in all weather conditions. In addition, Production Assistants also participate in job readiness classes covering subjects such as professionalism, conflict resolution, interviewing, and resume development. Production Assistants work towards obtaining a permanent job by the end of the 14 weeks through active participation and job search. The majority of Production Assistants go on to 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
- Must be able to lift 25 lbs

KEY INFORMATION

- Minimum 23 hours of work per week
- Paid \$13/hr every two weeks; will increase to \$14/hr in July 2020
- 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: Production Assistants must have open availability for all listed weekday shifts.

	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: Production Assistants do not work most weekends. However, Production Assistants will have the opportunity to work at least one Saturday and one Sunday over the course of the 14-weeks at our Farmer's Markets. Production Assistants are given advance notice of weekend shifts so they can 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. Reserve applicant spot at an information session by:
 - Phone: 872.256.6439
 - Email: recruitment@growinghomeinc.org
 - Online form: <http://growinghomeinc.org/job-training/>
2. Attend scheduled information session and complete a written application
3. If selected to proceed to the next round, attend scheduled interview
4. If hired, attend a mandatory social service intake meeting

APPLICATION DEADLINES

Cohort 1
Apply: February
Start Date: March 31st, 2020

Cohort 2
Apply: April & May
Start Date: June 2nd, 2020

Cohort 3
Apply: June & July
Start Date: August 11th, 2020

Growing Home Wood Street Farm * 5814 S. Wood Street Chicago, IL 60636

www.growinghomeinc.org

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