Salt Lake CAP Job Description

Job Title: Real Food Rising Farm Apprentice (April-Oct)
Department: Nutrition Department
Reports to: Real Food Rising Farm Manager
FLSA Status:
Classification: Part Time Seasonal, 20 hrs/week
Pay Grade: $10.29/hr
Schedule varies with the season: April/May: Tues-Sat, June-Aug: Mon-Fri, Sept/Oct: Tues-Sat

Summary: The Farm Apprentice will assist the RFR Farm Manager in field work on our 1.25 acre urban farm and lead youth and volunteers through farm tasks on a weekly basis. They will be also participate in seasonal planning and strategy meetings and assist with harvest logs and record keeping. Tasks include: bed preparation, planting, weeding, pest control, irrigation management and compost building. This position will also coordinate with the central kitchen team to distribute farm produce to food pantry sites, lead community volunteer work days and assist with youth program work days. When needed (and if time allows), you may assist leading workshops and filling in at one of three weekly neighborhood farm stands (June-Oct).

Joint Accountability
Key Result #1: 90% of clients will receive services to enhance health and well-being.
Key Result #2: 95% of children will be academically ready for kindergarten.
Key Result #3: 80% of clients will make gains toward self-sufficiency.
Key Result #4: 95% of our clients, staff and partners believe our agency is a valuable asset to the community.

Cultural Beliefs
1. We are One
   I collaborate with all departments to achieve our Key Results.
2. Solution Driven
   I approach challenges with innovative solutions.
3. Open Communication
   I seek and receive honest and timely feedback.
4. Change is Opportunity
   I embrace the opportunity for change to achieve our Key Results.
5. Quality Services
   I use monitoring as a tool to achieve Key Results.

Qualifications:
• Demonstrated organizational skills with the ability to manage multiple projects simultaneously
• Ability to work independently and take initiative
• Ability to lead and motivate a group of people
• Ability to work with a diverse group of people in the community
• Strong written and verbal communication skills
• Open to learning and feedback
• Team-oriented with a positive attitude and good sense of humor
• Interest in youth development (specifically teens) and sustainable agriculture
• Energetic, dependable, organized, timely, genuine and trustworthy

Skills:
• Knowledge of Microsoft Office Software
• Willingness and ability to learn and adapt
• Responsible with attention to detail
• Ability to work independently as well as part of a team
• Must accept responsibility for mentoring and managing teen interns at the farm stand
• Proficient in English, both verbal and written
• Able to perform physical labor and work outside in varying weather conditions
• Able to uphold high standards set by the community

**Education/Training/Experience:** High School diploma or GED. Spanish language skills and knowledge about sustainable agriculture preferred.

**Core Elements/Responsibilities:**
• Assist farm manager in all aspects of farm management using sustainable agriculture methods; includes crop planning, seed starting, preparing beds for planting, irrigation, compost building, pest and weed management, etc.
• Coordinate distribution of Farm produce including donations to multiple food pantry sites.
• Lead volunteer groups and co-lead teen crew workers.
• Manage and mentor youth interns at RFR farm stands.
• Collaborate with Farm Manager to keep detailed records of all produce grown for farm stand, donation and wholesales including which beds they were planted in, which varieties of crops, pounds of produce harvested, percentages sold vs donated, where produce is distributed and weekly incoming revenue from farm stand and wholesale sales.
• Assist (when needed) in running weekly neighborhood farm stands from June-Oct, selling produce and managing youth interns.
• Assist (when needed) in teaching youth workshops on sustainable agriculture topics

**Employment Standards and Requirements:**
• Good attendance is required; able to uphold high standards set by the community
• Cooperation and participation when working with others is expected
• Must be accountable and responsible for your work
• Timelines and deadlines must be met
• Must pass background check, drug/alcohol screening, have physical and TB test
• Must follow Salt Lake CAP personnel policies as outlined in the employee handbook
• Handle sensitive situations in a non-judgmental manner
• Must have reliable transportation

**This position is required to drive as part of the job duties?**

[ ] Yes, this position is required to drive Agency owned vehicle only as part of the job duties, therefore a valid Utah driver's license must be maintained at all times while employed in this position. The Agency liability insurance carrier will, at new hire and annually, review the driving record of individual to determine acceptability of driver liability coverage.

[ ] Yes, this position is required to drive personal vehicle as part of the job duties, therefore a valid Utah driver’s license and current personal automobile insurance must be maintained at all times while employed in this position. The Agency liability insurance carrier will, at new hire and annually, review the driving record of individual to determine acceptability of driver liability coverage.

[ ] No, this position is not required to drive as part of the job duties.

**Physical Demands:**

This job requires mobility and physical dexterity, and the ability to read, focus, organize, recall and retain information. Must be able to lift up to 50 lbs multiple times throughout the day. Ability to perform physical labor and work outside for long hours in varying weather conditions.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

I have read, understand, and am able to perform the job duties and requirements as described above.

____________________________________  ______________________
Employee Signature                        Date