



Job Title	Farm Manager	Reports to:	Cultivate Hope Director
Team:	Cultivate Hope	FLSA Classification:	Non Exempt (Hourly)
Position Type:	Full Time	Hours per Week:	30+

ORGANIZATION OVERVIEW

Matthew 25 is a vibrant, growing non-profit organization. Our mission is to empower people to transform neighborhoods. We envision a thriving, connected community where people are valued, and talents are multiplied; where neighborhood families have access to safe, affordable housing and healthy food; and where youth are empowered through education and the creative arts.

Matthew 25 is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily with or without accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability to be successful.

ESSENTIAL DUTIES/RESPONSIBILITIES (includes but is not limited to the following)

- Maintenance of our two-acre Urban Farm and its growing beds so that they are attractive, healthy, and productive. Includes soil cultivation, digging, mulching, watering, raking, mowing, trimming, weeding, edging, pruning, seed starting, transplanting, trellising, harvesting, and composting.
- Maintenance of the farm hard surfaces so that they are attractive, safe, and clean through shoveling, sweeping, weeding, and washing.
- Managing community garden plots.
- Preparing for weekly markets, assisting with market events and CSA pickups.
- Being actively involved with off-season activities including winter CSAs, hydroponics, documentation, organization, snow removal, and farm planning.
- Engaging volunteers and volunteer groups in mutually beneficial opportunities.
- Ensuring the safety of everyone by following Health and Safety legislation and guidelines.
- Performing record keeping in relation to operating procedures, harvest planning and yields.
- Ensuring equipment is well-maintained and seasonally tuned.
- Supporting the initiatives and directives of leadership.
- Displaying and promoting company values.
- Ongoing communication with the Cultivate Hope team.
- Attending regular working hours and meetings as set by the Director.
- Other duties as assigned.

SKILLS AND ABILITIES (includes but is not limited to the following)



- A commitment to the organization's mission.
- A desire and drive for your work to contribute to an inclusive and sustainable society.
- Having a passion for farming and having extensive knowledge of fruits, herbs, and vegetables, including how to grow them organically, treat pests, prune and maintain them.
- Maintaining a positive and professional attitude and embracing opportunities for organizational growth.
- An ability to have positive, engaging interactions with customers. .
- An understanding that collaboration and communication is critical to the success of the Urban Farm and Matthew 25.
- An ability to work in fast paced, rapidly changing, and regulated environment and across departments.
- Analytical skills to identify and resolve problems in a timely manner.

EDUCATION AND/OR EXPERIENCE (includes but is not limited to the following)

- 3+ years of experience with organic and sustainable farm practices.
- Experience working within the CSA system.
- Fruit tree and fruit shrub management experience.
- Proven record of successful farm planning and harvest management.
- Experience working with budgets.
- A valid driver license and acceptable record as determined by Matthew 25's insurance carrier for occasional travel.
- Working knowledge and/or experience with hydroponics.

PHYSICAL REQUIREMENTS/ WORKING ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit an average of 1-2 hours per workday.
- Stand an average of 5-6 hours per workday.
- Walk an average of 5-6 hours per workday.
- Bend/Stoop – Frequently (5-24 times/hour).
- Squat – Frequently (5-24 times/hour).
- Reach above shoulder level – Occasionally (1-4 times/hour).
- Up to 10 lbs of weight carried – Frequently (5-24 times/hour).
- Up to 10 lbs of weight lifted – Frequently (5-24 times/hour).
- Hands used for repetitive action: Light and strong grasping (i.e., weeding, digging) – frequency dependent on season.
- Must be able to lift up to 50lbs frequency dependent on season.
- Job requires use of tools and equipment that may require use of personal protective equipment.
- Exposure to strenuous weather conditions due to the work being done primarily outside.



JOB DESCRIPTION ACKNOWLEDGMENT

By signing below, I acknowledge that I have read the Urban Farmer job description, understand the expectations, and am able to perform the essential duties and responsibilities necessary to successfully perform the job as described with or without reasonable accommodations.

I also understand that the job description may be changed at the discretion of the company at any time.

Signature

Date