



HUNGER TASK FORCE, INC. POSITION DESCRIPTION

Position Title: Farmer

Department: Farm

Reports To: Farm Director

FLSA Status: Exempt

General Function: The Farmer assists the Farm Manager with the planting, maintenance and harvesting vegetable and fruit crops at the Hunger Task Force Farm in Franklin, Wisconsin. This regular full-time position works in the greenhouse, hoop houses, fields, and orchards. The Farmer operates trucks, tractors, sprayers, tillers, mowers, and other heavy equipment to cultivate and plant fields and orchards; irrigate crops, control weeds and harvest produce. The Farmer acts as an ambassador for the Hunger Task Force by training, leading, and stewarding 5,000 volunteers annually supporting the Farm program. The Farmer will safely and effectively lead and direct work crews of community volunteers working at the Farm. The Farmer must accurately articulate specific directions and safety information to volunteers, other Farm staff, and Beginning Farmers.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assist in planning of annual crop plan and accompanying schedules, including projections of necessary supplies; and help establish an annual schedule for Farm planting, cultivation and harvesting; predict labor and equipment needs.
- Propagate, plant and transplant vegetable crops according to farm plan.
- Lead and direct volunteers and Farm Hands in greenhouses, orchards, hoop houses, fields, and harvest haus.
- Demonstrates and explains farm work techniques and safety regulations to volunteers and Farm Hands.
- Carry out emergency procedures to safeguard human lives.
- Responsible for ensuring volunteers adhere to established rules, and they react to emergencies with urgency while applying training they have received.
- Solicit donations to assist in the organization's mission.
- Ensuring food safety process control and techniques are communicated and executed.
- Insuring produce quality standards are being upheld.
- Directs volunteers and Farm Hands on restoration and maintenance of the natural areas.

- Operate and maintain all heavy equipment at the farm including trucks, tractors, orchard sprayers, field sprayers, planters, seeders, tiller, mower, transplanter, picker, and cultivator.
- Installs irrigation systems and irrigates fields.
- Lubricates, adjusts, and makes minor repairs on farm machinery, implements, and equipment.
- Assure proper application and use of pesticides and arrange field-based pest and disease control.
- Assist in the maintenance and harvest of fruit orchards.
- Perform other duties as assigned.

Supervisory Responsibilities

Assists in supervision of volunteers at the Farm. Ensure consistently reliable performance, quality in service and strong mission support by all team members.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management – Develops project plans; Coordinates projects; Communicated changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills – Assess own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts

success of team above own interests; Supports everyone's efforts to succeed.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A. or B.S.) from a four-year College or University or Associate degree from a Technical College; or five years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations

Valid driver's license. Pesticide Applicator's certification is preferred but not required.

Other Skills and Abilities

Must be able to work outdoors in all types of weather conditions, some of which may be unfavorable. Must be able to work dusty, dirty, conditions as necessary.

Other Qualifications

Experience in repair and maintenance of farm equipment preferred.

Physical Demands The physical demands 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.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to hot, wet and/or humid conditions; high, precarious places; fumes or airborne particles and vibration. The employee is occasionally exposed to toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually loud. Work patterns are seasonally influenced, and work activities are highly dependent on the weather.

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

Salary Range: \$37,440 - \$55,000 annually