



HUNGER TASK FORCE, INC. POSITION DESCRIPTION

Position Title: FARM HAND (PART-TIME SEASONAL)

Background: Hunger Task Force operates a 208-acre Farm in Franklin, Wisconsin. The Farm is the only urban farm in the state that grows fresh fruits and vegetables for the express purpose of feeding the hungry and hosts a variety of one-of-a-kind programs that benefit our community. The Farm is home to 100 acres of tillable land, an on-site fish hatchery, a 43-acre Oak Savanna, and a unique child nutrition education program which includes a quarter-acre school garden.

The Farm Hand Position: The Farm seeks Farm Hands to assist with planting, maintenance and harvesting of vegetable and fruit crops at the Hunger Task Force Farm in Franklin, Wisconsin. This part-time, seasonal position works in the greenhouse, fields and orchards and operates trucks, tractors, other equipment needed to cultivate and plant fields and orchards; irrigate crops, control weeds and harvest produce.

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

- Pick, cut, or pull fruits and vegetables to harvest crop
- Propagate, plant and transplant vegetable crops according to the Farm Plan
- Lead and direct volunteer groups in greenhouse, orchards, and fields
- Demonstrate and explain farm work techniques and safety regulations to volunteers
- Install irrigation systems and irrigates fields.
- Assists in the maintenance of fruit orchard.

Competencies

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

Diversity - Demonstrates knowledge of EEO policy; 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; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses 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; Able to build morale and group commitments to goals and objectives; 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.

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

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

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.

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

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and staff.

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 apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands The physical demands described here are representative of those that must be met by a Farm Hand 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 Farm Hand is regularly required to use hands to finger, handle, or feel. The Farm Hand is frequently required to stand; walk; reach with hands and arms and talk or hear. The Farm Hand is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The Farm Hand 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 Farm Hand 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 Farm Hand is regularly exposed to moving mechanical parts and outside weather conditions. The Farm Hand is frequently exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles and vibration. The Farm Hand 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: \$15/hr. – (Potential for more dependent on experience)