



JOB POSTING

Farm Equipment and Facilities Coordinator II

The Farm Equipment and Facilities Coordinator II is responsible for implementing and helping to design the equipment, infrastructure, and grounds maintenance program at the Food Shuttle Farm, ensuring that all tools, machinery, infrastructure, and grounds are maintained to standard and available to support production goals. In addition to hands-on maintenance and repair work, this position takes ownership of maintenance planning, recordkeeping, and vendor and repair coordination in collaboration with the Director of Agriculture and the Farm Manager. Occasional travel to other Food Shuttle sites and locations in our service area is required as needed.

DUTIES AND RESPONSIBILITIES

- Create and maintain an equipment and infrastructure maintenance plan, including preventive maintenance schedules, in collaboration with the Farm Manager and Director of Agriculture.
- Provide first-level triage and diagnosis for farm equipment and infrastructure incidents and failures, and communicate findings and recommendations to leadership.
- Coordinate the scheduling and completion of repairs that require external contractor or vendor assistance, including obtaining estimates and quotes.
- Develop and communicate safety policies and procedures for equipment and facilities use with farm staff, interns, and volunteers, in collaboration with Safety Committee.
- Operate farm machinery and assist farm staff in crop production tasks as needed.
- Assist Farm staff with all crop production tasks such as seeding, transplanting, weeding, mulching, harvesting and packing.
- Maintain irrigation equipment and facility plumbing as needed.
- Ensure all grounds and farm buildings are maintained to established standards, and groundskeeping equipment is used effectively and safely.
- Perform other related duties as assigned.

Knowledge, skills, and abilities

- Demonstrated experience creating and maintaining maintenance plans, schedules, or record-keeping systems required.
- Knowledge and skills in the operation of mechanical equipment, using basic maintenance and construction tools required.
- Small engine repair skills required.
- Basic construction, plumbing, and welding skills preferred.
- Excellent written and oral communication skills required.
- Strong interpersonal skills and cultural competency to work with participants of all demographics and backgrounds required.
- Familiarity with MS Office Suite (Word, PowerPoint, Excel, Outlook, and Teams) required.
- Familiarity with Farm Management Software (e.g., Tend) preferred.

QUALIFICATIONS

- Bachelor's degree or any equivalent combination of experience, training, and/or education in agriculture technology, engineering, or a relevant field required.
- 3+ years of successful farm and/or mechanic experience required.
- Valid North Carolina Driver's License and insurable driving record required.

CORE COMPETENCIES

- **Attention to Communication:** The ability to ensure that information is passed on to others who should be kept informed.
- **Analytical Thinking:** The ability to tackle a problem by using a logical, systematic, sequential approach.
- **Forward Thinking:** The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.
- **Technical Expertise:** The ability to demonstrate depth of knowledge and skill in a technical area.

WORKING CONDITIONS

Frequent interaction with volunteers. Frequent, potentially heavy physical work outdoors in all weather conditions and temperatures can be anticipated with extended hours as needed. Light computer work is expected.

PHYSICAL REQUIREMENTS

- Must have manual dexterity, corrected vision, speech, and hearing to normal range or special accommodations made of sufficient nature for completion of assigned tasks.
- Must be able to safely lift and carry 50 lbs. unassisted.
- Must be able to frequently stand, lift, bend, sit, kneel, and work on your feet for an extended period in outdoor settings in a variety of weather conditions.
- Must be able to use hands and fingers for repetitive and strenuous movements.

DIRECT REPORTS

- Occasional Intern(s), volunteer(s).

COMPENSATION & BENEFITS

Pay Range: \$39,500.00 to \$42,500.00 based on experience. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution. Paid Time Off (PTO) and twelve (12) paid holidays.

TO APPLY

Please send **resume and cover letter** to recruiter@foodshuttle.org.

ABOUT US

Inter-Faith Food Shuttle envisions a hunger free community. Our mission is to feed our neighbors, teach self-sufficiency, and grow healthy foods by cultivating innovative approaches to end hunger. As a Feeding America partner food bank, the Food Shuttle distributes over 13 million pounds of food per year, half of which is fresh produce. From Grocery Bags for Seniors, Backpack Buddies, and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 16-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

EEO, ADA, and E-Verify

Equal Employment Opportunity (EEO): Inter-Faith Food Shuttle provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity.

ADA Compliant: Inter-Faith Food Shuttle is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation, contact recruiter@foodshuttle.org.

Inter-Faith Food Shuttle validates the right to work using E-Verify. Inter-Faith Food Shuttle will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.