



Inter-Faith Food Shuttle Job Description

Job title	<i>Farm Equipment and Facilities Coordinator II</i>
Reports to	<i>Director of Agriculture</i>
Job classification	<i>Full-time / Non-exempt</i>

Job purpose

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. This position works closely with the Farm Team and volunteers to ensure program goals are met. This position reports to the Director of Agriculture and is based at the Farm, but occasional travel to other Food Shuttle sites and locations in our service area is required as needed.

Duties and responsibilities

- Perform regular maintenance on all agriculture equipment and facilities.
- Complete minor and major repairs that can be safely completed on site.
- 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.
- Operate farm machinery and assist farm staff in crop production tasks as needed.
- Assist Farm staff in leading volunteer shifts.
- Assist Farm staff with all crop production tasks such as seeding, transplanting, weeding, mulching, harvesting and packing.
- Create and maintain a proactive equipment and infrastructure maintenance plan, including preventive maintenance schedules, in collaboration with the Farm Manager and Director of Agriculture.
- Ensure accurate, up-to-date records are maintained for equipment maintenance.
- Coordinate the scheduling and completion of repairs that require external contractor or vendor assistance, including obtaining estimates and quotes.
- Provide first-level triage and diagnosis for farm equipment and infrastructure incidents and failures, and communicate findings and recommendations to leadership.
- Develop and communicate safety policies and procedures for equipment and facilities use with farm staff, interns, and volunteers, in collaboration with Safety Committee.
- Adhere to all safety policies and guidelines and help ensure others do the same.
- Run errands safely with trucks, trailers, and other equipment.
- Uphold cleanliness standards in all working areas.

- Promote an inclusive working environment through all encounters with staff and community partners.
- Communicate regularly with Farm Manager and Director of Agriculture about progress, difficulties, and needs related to equipment and facilities.
- Attend and participate in all Department, Staff, and Development meetings, report progress, and collaborate across departments for more effective programming.
- Perform other related duties as assigned.

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.

Knowledge, skills, and abilities

- Demonstrated experience creating and maintaining maintenance plans, schedules, or record-keeping systems required.
- Knowledge and skill in using basic maintenance and construction tools required.
- Skills in mechanical equipment operation and maintenance required.
- Small engine repair skills required.
- Basic construction, plumbing, and welding skills preferred.
- Excellent written and oral communication skills required.
- Ability to solve problems and overcome challenges quickly and creatively 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.

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.

EEO 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.

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.

For HR Use Only

Date Approved by Hiring Manager:	
Date Approved by Department Head:	
Date Approved by Human Resources:	
Date Approved:	
Employee Signature:	