



Inter-Faith Food Shuttle Job Description

Job title	<i>Farm Manager</i>
Reports to	<i>Director of Agriculture</i>
Job classification	<i>Full-time / Exempt</i>

Job purpose

The Farm Manager is responsible for all aspects of Inter-Faith Food Shuttle Farm to ensure the timely execution of all Farm activities in collaboration with the Director of Agriculture. The scope of the position includes crop, field, greenhouse and farm stand management planning and executional aspects of planting, irrigation, crop and field maintenance, harvest and distribution. This position is the Farm Team lead and collaborates closely with the Farm Team, Agriculture Department, Operations Department, Culinary Department, and volunteers to ensure program goals are met. The Farm Manager reports to the Director of Agriculture and is based at the Farm, but occasional travel to other locations in our seven-service area is required as needed.

Duties and responsibilities

Farm planning and design

- Design seasonal and annual crop plans with focus on operational requirements to maximize efficient use of volunteers in collaboration with the Farm Team and Volunteer Services Team.
- Create crop production goals and projections in collaboration with the Director of Agriculture, the Culinary Department, and the Operations Department.
- Create seasonal and annual field and high-tunnel preparation and cultivation plans.
- Create and maintain record-keeping mechanisms for field amendments and crop plans including field preparation, planting and harvest dates, cultivation, crop rotations, harvest yields, irrigation, and integrated pest management.
- Plan and lead the execution of all aspects of Farm crop production; mechanized aspects of field preparation, planting, cultivation; and integrated pest management in field, greenhouse and high tunnels.
- Manage transplant and greenhouse operations including ordering, scheduling, seeding, fertilizing, watering, pest management, and distribution.
- Manage soils including field amendments, cover cropping, and crop rotations.
- Develop leadership skills in Farm Team staff, apprentices, and interns.
- Responsible for strategic assignment of tasks to ensure efficient use of staff and volunteers to meet departmental and organizational goals.
- Provide first level triage and diagnostic for farm equipment and infrastructure incidents and failures.
- Ensure infrastructure and equipment maintenance plans are followed and updated.

- Adhere to and maintain USDA GAP certification.
- Support Agriculture Education initiatives and projects, occasionally by leading and/or assisting with educational workshops, tours, and field trips.
- Create and communicate farm crop production and food safety policies and procedures in collaboration with the Director of Agriculture.
- Ensure Farm is operating within the established budget and proactively work with the Director to manage unexpected expenses.
- Record, complete, and communicate all necessary documentation to stakeholders.
- Ensure harvested crops meet established standards of quality and quantity.
- Assist in tasks necessary to achieve specified production, revenue, and volunteer goals for the farm. Ability to create and maintain interdepartmental collaboration to assist in reaching goals is required.

Farm communication and outreach

- Communicate regularly with the Director of Agriculture and staff about progress, difficulties, and needs related to the Farm.
- In the absence of the Director of Agriculture, make decisions related to Farm and Agriculture operations and communicate those decisions to the respective team(s).
- In collaboration with the Director of Agriculture, communicate safe, efficient methods of all aspects of farm production and protocol with Farm staff, interns, and volunteers.
- Attend and participate in all departmental, staff, and development meetings, reporting progress and collaborating across departments for more effective programming.

Qualifications

- Bachelor's degree or equivalent combination of education and/or experience in agriculture, soil science, agroecology, or related field required.
- Minimum five (5) years of farm experience, preferably on a produce farm, required.
- Experience with production planning, field preparation and cultivation, and organic integrated pest management and weed control principles required.
- Experience in small and large engine operation required.
- Experience in small engine maintenance preferred.

Knowledge, skills, and abilities

- Strong skills in project management, organizational, interpersonal, and communication required.
- Ability to solve problems or overcome issues quickly and creatively required.
- Ability to work steadily and independently with minimum supervision required.
- Ability to work positively with a team required.
- Passion for ending hunger required.
- Ability to pass a criminal background check required.
- Valid North Carolina Driver's License and insurable driving record required.
- Proficiency in Microsoft Office (Outlook, Word, Excel, Teams, PowerPoint) preferred.
- Familiarity with Farm Management Software (e.g., Tend) preferred.

Core competencies

- **Fostering Teamwork:** The ability to demonstrate interest, skill, and success in getting groups to learn to work together.
- **Managing Performance:** The ability to take responsibility for one's own or one's employees' performance, by setting clear goals and expectations, tracking progress

against the goals, ensuring feedback, and addressing performance problems and issues promptly.

- **Technical Expertise:** The ability to demonstrate depth of knowledge and skill in a technical area.
- **Forward Thinking:** The ability to anticipate the implications and consequences of situations and take appropriate action to be prepared for possible contingencies.

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

Work is value-, goal-, and deadline-oriented with frequent interaction with volunteers. Frequent, potentially heavy physical work outdoors, in all weather conditions and temperatures can be anticipated. Computer work is expected, with extended hours evenings and/or weekends as needed.

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.

Direct reports

Farm Coordinator II (Production), Farm Coordinator II (Equipment & Facilities), Farm Coordinator(s) I, and Seasonal Agriculture Coordinator(s) I.

For HR Use Only

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