



Cropthorne Farm Ltd

Job Description

Assistant Farm Manager

(Permanent Full-time)

POSITION SUMMARY

The Assistant Farm Manager manages all the day to day farm operations. While physically working as part of the team, the Assistant Farm Manager coordinates and directs the activities of the farm team to ensure optimal productivity, quality and safety targets.

REPORTING RELATIONSHIPS AND COMMUNICATIONS :

1. Reports to the Farm Manager.
2. Communicates with the Farm Manager on a daily basis regarding farm work needs.
3. Provides feedback to Farm Manager on farm team and market help performance.
4. Leads and is an active member of the Farm Team which meets regularly to ensure effective communication.

RESPONSIBILITIES AND DUTIES

1. Work with Farm Manager to ensure farm production and quality goals are met.
2. Contribute to the farm business planning by providing input and expertise on cropping systems, varieties, inputs, equipment and capital improvements
3. Along with the farm manager, schedule and direct all field operations, including cultivation, seeding, transplanting, irrigating, weeding and harvesting.
4. Prepare weekly work schedule and harvest plan ensuring timely flow and scheduling of crop harvest.
5. Direct and ensure that Field, Post-Harvest, CSA and Farmstand activities are completed in accordance with the work schedule.
6. Manage Farm Team performance by providing training and feedback to ensure that they have the appropriate skills for the assigned tasks.
7. Ensure that all members of the Farm Team are exhibiting all expected job behaviors and that they are following all required company policies and procedures.
8. Ensure Farm Team member personal safety by promoting individual awareness of hazards and teaching safety skills on the job, as well as identifying new hazards.
9. Ensure basic routine equipment and facility maintenance is conducted to ensure safe operating conditions and food safety compliance.
10. Ensure procedures relating to Organic Certification are carried out.

11. Ensure food safety by promoting individual awareness of food safety hazards and by teaching food safe skills on the job.
12. Responsible for the training of new team members.
13. Facilitate a respectful, communicative and team-oriented work environment.
14. Ensure necessary supplies and parts are available for farm production and equipment repair.
15. Maintain a safe, clean and well organized environment for staff and customers.
16. Ensure timely repairs and maintenance to farm equipment.
17. Manage and oversee all irrigation needs and repairs
18. Accurately maintain detailed records relating to maintenance, seeding, planting, harvesting, spraying, food safety and organic certification.
19. Operate farm equipment including tractors and farm implements.
20. Conduct spraying activities and safe handling of organic pesticides and fertilizers.
21. Manage and conduct farmer's market vending as required.
22. Contribute to the development of a long term farm strategy for farm operations
23. Provide insight regarding sales to restaurant and wholesale accounts.
24. Perform other related duties as required.

QUALIFICATIONS

1. Strong interpersonal and leadership skills.
2. Minimum of 2 years vegetable farm experience.
3. Minimum of 1 year of supervisory experience.
4. Good understanding of the pace and work ethic required for a successful farming operation.
5. Ability to give and take direction with a positive and constructive attitude.
6. Ability to work well in both a team environment and independently.
7. Ability to work quickly, multi-task, self-motivate, collaborate and be flexible on a daily basis
8. Strong organizational and communication skills.
9. Takes initiative and committed to improving processes.
10. Attention to detail and quality.
11. Experience in using a variety of farm equipment or willingness to learn.
12. Knowledge of various aspects of market vegetable farming including, but not limited to, field work, propagation, CSA management, direct sales, tractor operation, mechanics, carpentry are an asset.
13. Ability to work in all weather conditions.
14. Class 5 driver's license.
15. First Aid (Level 1) Certificate or ability to obtain.
16. Fluent in English, knowledge of Spanish is an asset.
17. Physically capable of carrying out tasks which require the ability to bend for long periods of time, lift up to 20Kg.
18. Able to commit to a flexible work schedule with some extended hours and weekend work.
19. Must have reliable means of transport.