

**Job Title:** Farm Assistant  
**Reports To:** Farm Manager  
**Department:** Environmental Department  
**Salary:** \$15.00 per hour  
**Job Status:** Full-Time Temporary/Seasonal

**Summary:** Performs project field work and assists with agriculture programs of the Department.

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

Assist in the areas of the gardening, animal care, and educational outreach efforts.

Prepare areas for gardening

Prepare, package, and assist with distribution of produce

Prepare, set up, and breakdown of supplies, materials and equipment.

Makes minor repairs to equipment and maintains grounds.

Responsible for cleaning and organizing equipment.

Learning in multiple subject matter

**Competency:**

To perform the job successfully, an individual should demonstrate the following competencies: Pursues training and development opportunities; Strives to continuously build knowledge and skills.

Responds to requests for service and assistance.

Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Responds well to questions.

Balances team and individual responsibilities.

Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.

Shows respect and sensitivity to Native American culture.

Works with integrity and ethically.

Follows policies and procedures.

Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.

Is consistently at work and on time.

Follows instructions, responds to management direction; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Volunteers readily; Asks for and offers help when needed.

Generates suggestions for improving work.

**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/Experience:**

Interest in environmental issues local and global preferred.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

**Math Ability:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of weight measurement, volume, and distance.

**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.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

**Certificates and Licenses:**

Must possess a valid driver's license.

**Work Environment:**

The work environment characteristics described here are representative of those an employee 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 employee is regularly exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate to loud.

**Physical Demands:**

The employee must regularly lift and /or move up to 50 pounds. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance.