

HOUSE OF HOPE JOB DESCRIPTION
JOB TITLE: Production Farm Supervisor

STATUS:	Exempt, Full-Time
LOCATION:	House of Hope, Stuart, FL
REPORTS TO:	Food Distribution Manager

JOB SUMMARY: The Production Farm Supervisor will plan, organize, direct, control, and coordinate activities of workers engaged in propagating, cultivating, harvesting, and packaging horticultural specialties, such as value-added vegetables, micro greens, fruits, herbs, and honey at the Vocational Agricultural Production Farm.

This position is under the supervision of the Food Distribution Manager and will work closely with other HOH Departments and volunteers as well as HOH collaborative partners.

DUTIES AND RESPONSIBILITIES:

1. Coordinate clerical, record-keeping, inventory, requisitioning, sales, marketing, and customer service activities.
2. Analyze data to inform operational decisions or activities.
3. Estimate cost or material requirements
4. Perform manual agricultural, hydroponic, aeroponic, apiculture, or horticultural tasks.
5. Identify plants as well as problems such as diseases, weeds, and insect pests.
6. Purchase materials, equipment, or other resources.
7. Inspect condition or functioning of facilities or equipment.
8. Perform manual service or maintenance tasks.
9. Explain and enforce safety regulations and policies.
10. Act as an ambassador for House of Hope, attend meetings and serve on committees as assigned.
11. Provide support to fellow department team members, as well as outside departments, as needed.
12. Attend training as requested
13. Perform other duties as assigned by supervisor

QUALIFICATIONS:

1. EDUCATION/EXPERIENCE:

High school diploma or GED equivalent required. Associate's degree preferred. Two years of agricultural or related experience required. Supervisory experience preferred.

2. KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of gardening techniques and seasons.
- B. Knowledge of safe use of basic gardening tools.
- C. Knowledge of data collection including enrollment and pre/post testing.
- D. Knowledge of Florida Dept. of Agriculture clean room standards and safe practices.

- E. Ability to organize, set priorities and meet deadlines.
- F. Ability to work with volunteers.
- G. Ability to exercise good judgment and discretion; maintain confidentiality of clients, co-workers and agency.
- H. Ability to relate well to individuals of all backgrounds and socio-economic levels.
- I. Ability to communicate effectively with clients, donors, volunteers, co-workers and board members, verbally and in writing.
- J. Ability to work independently with a minimum of supervision.
- K. Ability to maintain a flexible schedule.
- L. Ability to maintain clean, well-groomed appearance and dress appropriately for the position.
- M. Must have driving experience, reliable transportation with acceptable insurance coverage and valid Florida's driver's license.
- N. Compliance with House of Hope policies and procedures.

3. PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 frequently required to read, sit, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools or controls and to reach with hands and arms. The employee also is occasionally required to climb, balance, stoop, kneel, crouch and walk.

The employee must frequently need to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision.

4. ENVIRONMENTAL REQUIREMENTS:

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 may occasionally work in outside weather conditions.

The noise level of the work environment is usually moderate. Signature indicates that this job description has been read and that the related duties and expectations are understood.

[Employee Signature]

[Date]