## Specific Scope and Expectations

<table>
<thead>
<tr>
<th>Planning</th>
<th>Assists the Farm Manager with necessary planning help.</th>
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</thead>
<tbody>
<tr>
<td>Supervision</td>
<td>Assists the Farm Manager in managing Interns, and Volunteers, assessing their skill level and engaging them in all aspects of production and distribution appropriate with their aptitudes and abilities.</td>
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<tr>
<td>Record keeping</td>
<td>Records hours worked and submits a completed timesheet to the POC at the end of each bi-weekly pay-period.</td>
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</table>
| Seeding and planting| Ensures the successful completion of tasks including:  
  - Starting transplants from seed  
  - Seedling care  
  - Field preparation and tillage – using BCS walk-behind tractors and implements, and/or rental equipment  
  - Irrigation system set-up  
  - Direct seeding  
  - Transplanting |
| Vegetable crop production | Ensures the successful completion of tasks including:  
  - Irrigation system use and maintenance  
  - Trellis construction and maintenance  
  - Cultivation and weed management  
  - Mulching  
  - Sowing and managing cover crops  
  - Monitoring plant health  
  - Crop residue management  
  - Works with Farm Manager to address crop, failures, theft, and vandalism, and to develop alternate plans due to unfavorable planting conditions.  
  - Works with the Farm Manager and POC to assess soil fertility and apply compost and amendments based on soil test results. |
| Harvest             | Ensures the timely and proper harvest of all crops  
  - Works with the Farm Manager to ensure proper post-harvest handling of crops including: Washing, Weighing, Data collection, Crop storage |
| Community orchard and native plant bed management | Ensures the upkeep of the orchard area including:  
  - Weeding  
  - Replenishing wood-chip mulch as needed  
  - Fall compost application  
  - Ensures the upkeep of the native plant beds including:  
  - Weeding  
  - Pruning and mowing as needed |
| Community Gardening Days | Assists with preparing tasks and gathering tools for volunteers  
  - Guides and teaches volunteers of all ages and abilities |
| Market Days         | Assists with preparing and transporting crops to Market Day  
  - Loads and unloads produce  
  - Assists with post-market clean up |
| Equipment maintenance | Assists with monitoring equipment and infrastructure, which includes the timely reporting of needed repairs and maintenance to Farm Manager/POC.  
  - Duties may include basic maintenance and repairs on equipment subject to skills and experience. |
| Garden tours        | Has the option to assist during visits from community groups, which includes engaging volunteers and visitors and talking about UACC programs. |
Community outreach

- Has the option of assisting POC with selected community outreach activities, which may include door-to-door visits, community planning meetings, and leadership meetings.

Expectations

The **UAC Farm Assistant** will be consistent in their performance until the end of the workday.

The FMA will meet the following performance expectations:

- **We support a positive work environment** – manage time, follow instructions, ask for and offer help, lend a hand, work effectively and maintain motivation.

- **We demonstrate craftsmanship and integrity** – work with attention to detail, reliability, honesty, receptiveness to feedback and care, and set a responsible example by upholding and representing the values and mission of the organization.

- **We cooperate and work together** – communicate effectively with co-teammates, work in a team towards a common goal and utilize teambuilding and conflict resolution tools to navigate interpersonal and other issues.

- **We create a culture of learning and self-reflection** – ask questions, provide and give feedback respectfully, reflect on personal performance and experiences, use creativity and resourcefulness to problem-solve together and plan, use appropriate language and keep distractions out of work spaces (cell phones, food, head phones, etc).

- **We respect each other and the environment** – show respect for self, fellow teammates, the community and the earth, and communicate opinions respectfully while listening to others. Show respect for the diverse experiences and backgrounds of all CCS youth and CSG staff, regardless of race, ethnicity, gender, age, sexual orientation, ability, income or other differences.

- **We are ready for each day** – arrive on time, take care of personal needs, wear clothes and sneakers that can get dirty, wear clothing that is modest and appropriate, bring a notebook and pen or pencil as needed, bring sunscreen and a hat if needed.