

# Farm Assistant

## Company Information

**Organization Name:** Helpings of Hope, Inc.

**About Our Organization:** Helpings of Hope, Inc. is a nonprofit organization dedicated to eliminating hunger and food waste, and creating food security through community-driven projects that provide affordable, nutritious food for people in areas that would be considered food deserts. We have three vision areas: community gardens, food and nutrition education and a future community café.

**Website:** [www.helpingsofhopeindy.org](http://www.helpingsofhopeindy.org)

**FLSA Status:** Non-exempt

**Prepared Date:** 05-14-2024

**Hiring Manager Job Title:** Farm Director

**Job Level:** Individual Contributor

**Employment Status:** Seasonal

**Primary Location:** 8600 N. College Ave. Indianapolis, IN 46240

## Job Summary

Manually plant, cultivate, and harvest vegetables, fruits, nuts, horticultural specialties, and field crops. Use hand tools, such as shovels, trowels, hoes, tampers, pruning hooks, shears, and knives. Duties may include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; or cleaning, grading, sorting, packing, and loading harvested products. May construct trellises, repair fences and farm buildings, or participate in irrigation activities.

## Education and Experience

High School Diploma - or the equivalent (for example, GED)

6 months to 1 year of American farming experience (preferred)

Driver's license is a must

## Knowledge

Conversational English as well as comprehension is necessary.

## Work Context

**Responsibility for Others** - n/a

**Work Setting** - Primarily working outdoors for long periods of time in a garden and/or farm setting. Will be working with protective equipment including earplugs, gloves, masks and safety goggles/glasses.

**Environmental Conditions** - May work during inclement weather

**Job Hazards** - Will be working with heavy and sharp farming/gardening equipment. Will be working with chemical and pesticides. Be aware of seasonal allergies that could be affected

**Body Positioning** - There will be a significant amount of bending, standing, walking, lifting, and pulling

**Work Attire** - Legs and arms must be covered. closed-toe shoes or boots are required. Avoid all loose clothing and jewelry.

## Primary Job Duties

- Harvest plants, and transplant or pot and label them.

- Operate tractors, tractor-drawn machinery, and self-propelled machinery to plow, harrow and fertilize soil, or to plant, cultivate, spray and harvest crops.
- Set up and operate irrigation equipment.
- Repair and maintain farm vehicles, implements, and mechanical equipment.
- Harvest fruits and vegetables by hand.
- Clean work areas, and maintain grounds and landscaping.
- Inform farmers or farm managers of crop progress.
- Identify plants, pests, and weeds to determine the selection and application of pesticides and fertilizers.
- Record information about crops, such as pesticide use, yields, or costs.
- Participate in the inspection, grading, sorting, storage, and post-harvest treatment of crops.
- Load agricultural products into trucks, and drive trucks to market or storage facilities.

## **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.