

Urban Farm Assistant Job Description

Toledo GROWs is seeking an Urban Farm Assistant. This position works closely with the Urban Farm Coordinator to oversee all food growing operations at Toledo GROWs' Robert Anderson Urban Agriculture Center and farm. Weekend and some evening hours are required, as this is one of two staff members primarily responsible for oversight of greenhouse and animals on the weekends and holidays. The Farm Assistant assists in Toledo GROWs' mission to provide support and education for gardeners in our community.

This is a full-time, year round position, paid hourly and working 40 hours per week, beginning in mid-July 2025. Benefits after a period of employment include medical insurance, paid vacation, and Simple IRA match. Full-time employees receive paid federal holidays. Hourly rate dependent upon experience and qualifications, with a general range of \$14 - \$18 per hour.

Essential Duties and Responsibilities:

- Share duties with the Farm Coordinator in tending chickens, greenhouses, and grounds on Saturdays, Sundays, and holidays;
- Assist with greenhouse propagation and maintenance;
- Assist with planting, cultivation and harvest for the urban farm property;
- Assist with post-harvest handling of produce and preparation for market;
- Assist with farm-stand distribution; accountable for volumes of produce sales and program income ledger; deliver produce for distribution as needed;
- Assist Urban Farm Coordinator in organizing and tracking all farm data and updating recordkeeping logs;
- Assist with maintenance and inventory of all farm tools, storage, greenhouses and work areas;
- Assist with maintenance and care for greenhouses, equipment, and facilities (including routine cleaning and maintenance of building);
- Work with the Farm Coordinator to identify areas of responsibility where the assistant can take charge;
- Collaboration with other Toledo GROWs staff to meet the needs of community gardeners in our network and assist at fundraising events;
- Operation of tractor, tillers, and lawn care equipment to assist in maintaining a groomed campus;
- Maintain effective, timely communication with Urban Farm Coordinator and Executive Director

Supervisory Responsibilities: The Urban Farm Assistant may supervise Toledo GROWs volunteers, interns, and work groups to accomplish tasks.

Performance Expectations:

- Reliably care for the animals and greenhouse oversight on assigned days, sharing responsibility to cover holidays and weekends with the Urban Farm Coordinator. Foresee the upcoming needs in these areas (animal food, etc.), and assist in preparing for them.
- Carry out the necessary duties of planting, tending, and harvesting as assigned by the Urban Farm Coordinator. Take the initiative to accomplish tasks as the need arises.
- Keep all necessary records in a neat and timely manner, including records of produce harvested and sold, and demographic information on volunteers and groups.

- Successfully lead volunteer groups in accomplishing tasks designated by the Urban Farm Coordinator.
- Assist in the maintenance and care of all farm tools, greenhouses, equipment, and work areas. Be able to foresee needs in these areas and take initiative to assist where needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. This individual should have experience in diversified vegetable production and greenhouse propagation. They must possess a valid driver's license. They must have the ability to work independently, quickly, and carefully. They must have a strong willingness to learn, ability to follow direction and supervision, and be adaptable. The individual must have excellent organization and communication skills for recordkeeping. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred Skills: The individual should be inspired to grow nutrient-dense food within the platform of community gardens and urban agriculture. The individual should be a creative problem solver and have the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Excellent communication skills are required. Preferred qualities also include livestock/animal husbandry experience, mechanical skills for operation and maintenance of farm equipment and tools, and tractor operation experience. They should be a creative problem solver and willing to contribute skills, knowledge, and experience to assist in the development of Toledo GROWs local food production.

Training: This position will receive on the job training and have had past experience in the gardening/food growing arena.

Physical Demands: While performing the duties of this job, the individual is frequently required to stand, walk, talk, hear and sit. The individual will also occasionally be required to use hands for holding, grasping and feeling objects; reach with hands and arms; bend and squat; lift or move up to 50 pounds. Working both in an office and outdoor setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The individual will work inside and outside with others. At times, the work environment may be loud. May be exposed to extreme temperatures. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To Apply:

E-mail resume and cover letter as an attachment (no links please) to Yvonne Dubielak, Executive Director, yvonne.dubielak@toledogrows.org. Position will be open until filled.