



HARMONY UNION SCHOOL DISTRICT
Job Description
Farm and Garden Assistant

Job Classification:	Farm and Garden Assistant
Work Location:	Harmony Elementary & Salmon Creek School
Job Range:	Range B
Calendar:	12 Months / 212 Contract days
Immediate Supervisor:	Site Administrator
Date Approved:	08/2014

Position Summary

The Farm and Garden Assistant supports the Head of the Farm and Garden in all aspects of garden management and maintenance. The assistant engages in propagation, cultivation and harvesting of the garden as well as supports the Head of the Farm and Garden during garden and cooking classes with students in grades TK-8. The Farm and Garden Assistant performs other related duties as assigned.

Example of Typical Duties

- Assist the Head of the Farm and Garden
- Assist in propagation, seeding, planting, cultivation, harvesting
- Assist in irrigation and soil moisture management
- Assist in plant maintenance including pruning, trimming, mulching, removal, and transplanting of plants.
- Raking leaves, mowing lawns, trimming weeds, maintaining garden with hand or small power tools
- Assists in bed preparation.
- Mixes compost, and integrates soil additives and amendments to prepare soil for planting; plants trees, shrubs, vegetables, fungi, and flowers
- Pest control, including setting traps for rodents
- Replaces or repairs sprinkler heads, water lines, and drip lines
- Maintains and makes minor repairs to equipment and tools.
- Manages worm bins, compost piles, and supervises student compost routines
- Assists during garden and cooking class instruction, including preparation of materials and cooking supplies, supervising students, and cleanup of materials and equipment.
- Keeps relevant records as directed
- Stays up to date on safety guidance
- Assist with special events
- Assist and directs volunteers
- Assist with farm stand and other special projects as assigned.

Supervision

The Farm and Garden Assistant is directly responsible to the Site Administrator who sets work schedules and provides for the annual evaluation. The Farm and Garden Assistant is under the general direction of the Head of Farm and Garden.

Education, Experience and Qualifications

- Enjoys working with children
- 1 or more years experience gardening and/or farming
- Ability to work independently
- Mobility that can safely support garden production and community events.
- Ability to safely lift objects and supplies that weighs up to 20kg
- Evidence of effective and appropriate oral and written communication skills
- Ability to obtain food handlers certificate
- Ability to obtain First Aid and CPR certificates
- Must complete safety and health check requirements
- Schooling equivalent to high school completion
- Must pass state required background and finger-print clearances and possess up-to-date TB clearance.