

Full-time Agro/Educational position supervising high school / college age students in operating a 109-acre farm in New Milford, CT. Responsibilities include: growing produce and flowers, hay production, maple-syruping and operation of tractors and other farm equipment. Two years of experience in a related field. (See full job description below.) Please send resume to lchludzinski@newmilford.org, for additional information please call Lois or Michele at 860.210.2030.

Closing date: June 14, 2019

Job Description Farm and Project Supervisor

Summary of Position:

The Farm Manager reports to the Executive Director and is responsible for all aspects of the day to day planning and maintenance of the Sullivan Farm and Harris Hill Farm. This would include the supervision of all student and paid interns plus volunteers at the farm.

Responsibilities:

- Conduct all weekly staff meetings and program planning sessions.
- Evaluate staff performance informally on a continuing basis while conducting formal performance appraisals annually.
- Effectively represent Sullivan Farm in relationships with all outside organizations.
- Maintain the farm's budget, submitting requisitions, filing purchase orders and approving invoices for payment. Maintains all revenue accounts insuring that incoming funding/reserve balance with expenditure's in coordination with the town's Finance Department.
- Utilizing input from staff and local communities, continually evaluate existing products and programs to meet the needs of the farm's constituency's.
- In conjunction with Executive Director, determine what vegetables, fruits and flowers will be grown to meet the accelerating local demand for fresh product.
- Oversee operation of produce distribution through the onsite farm stand, farmer's market and retail institutional clients, which comprises stocking, maintaining staffing levels, collecting money and counting receipts.
- Insure that all relevant, Federal, State and Municipal Health Regulations for handling product and other farm products are strictly adhered to.
- Participate in managing special events at the farm by overseeing staff and volunteers, assisting with set up and clean up.
- Handles problems with equipment in a timely manner.

Minimum qualifications

Strong background in horticulture, preferably vegetable farming. At least two year's experience in planning, planting and harvesting vegetables in a commercial setting. Ability to lift fifty pounds on a regular basis and to work a flexible schedule throughout the year.

Education

Four year college diploma or equivalent with at least two years' experience in farming or a combination of experience and training which provides a demonstrated ability to perform the duties of the position.

(This description lists only the job duties necessary for salary evaluation and does not include each and every job requirement)

December 2018