



MICMAC FARMS

POSITION DESCRIPTION

JOB TITLE: Farm Worker

CLASSIFICATION: Seasonal, exempt, hours will vary from part-time to more than 40 hours per week.

SALARY RANGE: \$16.00 - \$20.00/HR

IMMEDIATE SUPERVISOR: Farm Manager

NOTE: The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. The description is meant to serve interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility of the job. Some aspects of this position may change over time, according to the farm's needs, which changes may not be recorded herein at this time.

SUMMARY OF POSITION: This position is a semi-skilled laborer on an institutional farm, performing physically demanding tasks requiring a moderately high degree of manipulative (physical) skills. Work is reviewed intermittently while in progress and upon completion.

EDUCATION AND EXPERIENCE: High School Diploma or GED. Experience in an agriculture-based business is preferred, including the operation of tractors and other farm equipment.

LICENSES OR CERTIFICATIONS: Valid Maine state driver's license and good driving record. Workforce Readiness Training certificate preferred.

SKILLS/KNOWLEDGE/ABILITIES (SKA) REQUIRED: Some knowledge of practical farm operations, such as plowing, planting, irrigation, fertilizing, cultivating, and harvesting of crops is essential. The ability to understand and carry out routine oral and written instruction and to withstand prolonged exposure to variable weather conditions is expected. Skills in the use and care of equipment used in farming as well as the ability to practice appropriate safety protocols at all times is required. Must be able to safely lift 10 - 50 lbs.

WORKING CONDITIONS: Work is mostly performed in outdoor conditions that may be adverse (hot, cold, wet, dusty, buggy, etc.). Occasional work may be performed in a garage, warehouse, or retail store setting. Work is mostly strenuous and physically demanding (regular lifting, repetitive motions, bending over, kneeling, etc.).

FUNCTIONS/ASKS:

1. Dig and plant seeds, or transplant seedlings by hand in the greenhouse and field.
2. Harvest fruits and vegetables by hand.
3. Assist in inspecting, grading, sorting, storage, and post-harvest treatment of crops.
4. Keep farm store displays stocked.
5. Load & deliver produce to stores and other customers.
6. Assist in the general repair and maintenance of farm equipment and buildings.
7. Inform farm manager of crop progress and problems.

8. Perform related work as required.
9. Demonstrate the highest degree of customer service and professionalism in all work with customers and staff.
10. Participate in appropriate trainings and meetings as required.
11. Any other duties as assigned by the Farm Manager.
12. Maintain strict adherence to confidentiality as defined in the Privacy Act.
13. Strict adherence to all MN Personnel & Fiscal Policies.
14. Strictly adhere to all safety protocols in every aspect of daily farm/store work.

Duties may also include:

1. Plowing, harrowing, cultivating, fertilizing, and harvesting farm crops on assigned plots and acreage.
2. Mixing soil, sand, and fertilizers according to specifications; with supervision from the farm manager or licensed handler, prepare pesticide solutions and operate spray equipment on assigned plots and acreage for pest control.

EVALUATION: Feedback will be provided on an on-going basis and the notes will be attached to your personnel file. Evaluations are typically conducted annually. Daily work is reviewed intermittently while in progress and upon completion. The farm requires the following of all employees:

1. Dress Code
 - a. Shirts at all times
 - b. Shoes, no flip flops, sandals and no open toes
 - c. Shorts to the bottom of your fingertips with no holes
 - d. No inappropriate or unprofessional logos on shirts or sweat shirts
2. Work hours will be set on a schedule
3. No absenteeism from work without notice to the Farm Manager
4. No tardiness without notice to the Farm Manager

Some offenses may lead to immediate employment termination, such as:

1. Driving farm equipment in an unsafe manner:
 - a. Pickups
 - b. Ranger
 - c. Four wheelers
 - d. Tractors
2. All farmworkers are expected to be substance free. Violation of this drug free expectation will result in termination.

NOTICE: This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. S/he will be required to follow any other instructions and to perform any other job-related duties as required by his/her immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitude to perform each task proficiently. "Ability" means to possess and apply

· both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee's being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. If you are interested in applying for this position, you must submit a completed job application. A completed application includes copies of certificates/licenses/degrees stated in your application, a cover letter and a resume, *and* 3 professional references from current or past employers (within 3 years).

A complete Job Description and an Application can be accessed online at www.micmac-nsn.gov under Job Opportunities, or you can call our office to have an application mailed. An offer of employment will not be made without a successful DHHS, State of Maine background check, and or FBI fingerprint background check.

CLOSING DATE: Until All Positions are Filled

Please send the completed Job Application to the following address or email:

Attn: Human Resource

Mi'kmaq Nation

7 Northern Road Presque Isle, Me. 04769

bdiamond@micmac-nsn.gov

The Mi'kmaq Nation practices Native Preference to qualified Native Americans under Public Law 93-638 and is an Equal Opportunity and Service Provider.

