



## **MICMAC FARMS POSITION DESCRIPTION**

**JOB TITLE:** Farm Worker

**CLASSIFICATION:** Seasonal, exempt, hours will vary from part-time to in excess of 40 hours per week.

**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/TASKS:**

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. Be able to run a cash register and make correct change for farm customers.
  7. Keep store clean, including sweeping the floor, keeping garbage cleaned-up, and keeping
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- bathrooms clean.
8. Assist in the general repair and maintenance of farm equipment and buildings.
  9. Inform farm manager of crop progress and problems.
  10. Perform related work as required.
  11. Demonstrate the highest degree of customer service and professionalism in all work with customers and staff.
  12. Participate in appropriate trainings and meetings as required.
  13. Any other duties as assigned by the Farm Manager.
  14. Maintain strict adherence to confidentiality as defined in the Privacy Act.
  15. Strict adherence to all ABM Personnel & Fiscal Policies.
  16. 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

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incumbent will possess the abilities and aptitudes 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.

We are committed to complying with all applicable provisions of the Americans with Disabilities Act. It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, we will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made us aware of his or her disability, provided that such accommodation does not constitute an undue hardship on our organization. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact their immediate supervisor. We encourage individuals with disabilities to come forward and request reasonable accommodation.

#### **Procedure for Requesting an Accommodation**

On receipt of an accommodation request, a member of management and/or your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that we might make to help overcome those limitations. We will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, overall financial resources and organization, and the accommodation's impact on the operation of our organization, including its impact on the ability of other employees to perform their duties and on our ability to conduct business. We will inform the employee of our decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final. The ADA does not require us to make the best possible accommodations, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

***The Mi'kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and service provider.***

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