



300 E. 39th Street
Kansas City, MO
64111
www.cultivatekc.or

Job Title: Westport Farm Site Manager

4/2021

FLSA Status: Non-exempt

Job Status: Full-time, 40 hours per week, hourly

Working hours: Mon-Fri, some evenings, some weekends as need

Rate: \$17.50 per hour

Reports to: Executive Director

Position Summary: The Westport Farm Site Manager will be responsible for managing the Westport Farm site and landscape.

Essential Functions & Responsibilities:

Farm Production & Management

- Plant, maintain and harvest produce from the field, the orchard, and the raised beds using organic and regenerative methods;
- Maintain the farm overall, including equipment and any future structures, the water retention areas and the areas to be mowed;
- Maintain all aspects of the farm in accordance with GAP, or equivalent, food safety protocols;
- Source supplies, equipment, and other materials; and
- Manage sales relationships and produce donations; including prompt invoicing for all sales.

Landscape Management

- Manage relationship with turf maintenance contractor
- Keep entire landscape (turf and planted areas) free of trash and debris
- Oversee maintenance and upkeep of water retention beds and native plantings
- When appropriate, ensure turf and planted beds are irrigated.

Staff Supervision

- When necessary, supervise seasonal crew member
- With Executive Director, help assign tasks and schedules to seasonal crew member

Data Collection and Reporting

- Provide input to Executive Director and others as appropriate to develop ongoing strategic plans for program development, planning, and implementation;
- Maintain program documents and record keeping systems including, but not limited to, crop plans, harvest log, and sales records;
- Work with development staff to secure funds for program operations and future growth and to provide data for process and impact reports;

Public Engagement

- Manage volunteer and tour requests and correspondence for Westport Commons Farm
- Work with other staff and leadership to organize community engagement and education events at the farm.

Other tasks as assigned.

Placement Criteria

Minimum of three years of experience in farming and site maintenance, or suitable combination of education and relevant experience preferred; employee should be knowledgeable regarding basic skills and display adaptability in learning the use of specifically needed tools and/or equipment. Knowledge of commonly used concepts, practices, and procedures within the production farming culture and basic gardening knowledge. Candidate must possess a valid driver's license and provide proof of insurance.

Physical Demands

Must be able to work well with others and to demonstrate effective listening; job will require both independent work and working with groups. Candidate must also be able to perform laborious tasks repeatedly and be able to lift upwards of 50 lbs.

Work Location:

Westport Commons Farm
300 E. 39th St, Kansas City, MO 64111

To Apply:

Please send 1) a cover letter indicating why you are interested in working with Cultivate KC and how you are aligned with our mission, and 2) your resume to jobs@cultivatekc.org.

Timeline:

We hope to offer the position by the end of April or early May.