



## Position Description

# Westport Commons Farm Site Manager

<b>Position:</b>	Westport Commons Farm Site Manager
<b>Reports to:</b>	Westport Commons Farm Program Manager
<b>FLSA:</b>	Non-exempt
<b>Hours:</b>	Full-time, 40 hours per week, Mon-Fri, occasional evening or weekend work, as needed
<b>Compensation:</b>	\$19/hr; health benefits package includes medical, dental, vision, life and long-term disability insurance; four PTO days annually usable at start (prorated based on start date), two weeks of vacation accrued during first year, increases to three weeks at year two, plus holidays, including the week between Christmas and New Year's.

### Position Summary

The Westport Farm Site Manager is responsible for managing the production and demonstration farm operations at the Westport Farm site, overseeing landscape maintenance, and operating a weekly summer farm stand.

### Essential Functions & Responsibilities

- Plan, plant, maintain and harvest produce using organic and regenerative methods.
- Assist in setting goals for overall production/sales.
- Maintain tools (including tool library), equipment and the high tunnel.
- Maintain all aspects of the farm in accordance with GAP, or equivalent, food safety protocols.
- Assist in care of small livestock (currently bees and chickens).
- With assistance from Program manager, source supplies, equipment, and other materials.
- Manage sales relationships and produce donations, including prompt invoicing for all sales.
- Keep the entire landscape (turf and planted areas) free of trash and debris.
- Specific to Westport Commons Farm, oversee maintenance and upkeep of water retention beds and native plantings.
- Maintain program documents and record keeping systems including, but not limited to, crop plans, harvest log, and sales/donation records.
- Lead volunteer workdays and occasional tour requests.
- Participate in planning of community engagement and education events at the farm.
- Co-manage, with support from staff and volunteers, a weekly farm summer/fall farm stand.
- 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 farming 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.



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### **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

### **Workplace Culture**

At Cultivate KC, we:

- Collaborate,
- Care for each other, our work, and our community,
- Promote a healthy balance between our work and our personal lives,
- Are adaptive, creative, open to learning,
- Take time for organizational self-reflection,
- Practice transparency with each other and with those we serve,
- Agree that food systems work should be fun and bring joy to ourselves and our communities.

### **To Apply**

Please send 1) a cover letter or email indicating why you are interested in working with Cultivate KC and what experience you bring to the position and 2) your resume to [jobs@cultivatekc.org](mailto:jobs@cultivatekc.org).

### **Timeline**

We hope to offer the position in September of 2023.