



# Blue Lake Rancheria Tribe of California

## POSITION DESCRIPTION

MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED  
NECESSARY

Job Title: Compost Team Member (Garden Assistant)  
Department: Environmental Department  
Reports To: Farm and Food Sovereignty Manager  
FLSA Status: Non-Exempt

## JOB SUMMARY

The Blue Lake Rancheria Environmental Department seeks enthusiastic and reliable members to join the garden staff as Compost Team Management. These (4) positions will support individual roles essential to the management of the compost system and garden daily functions. These roles support the day-to-day operations of a vibrant community garden focused on sustainable food production, education, and equitable food access. This position is hands-on and outdoors, involving physical labor, teamwork, and a passion for community-based agriculture. The ideal candidates are dependable, motivated, and share a commitment to environmental stewardship and food justice.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Compost Management

- Collect and sort organic materials from garden beds, kitchen scraps, and other designated sources for composting.
- Maintain active compost piles, monitoring temperature, moisture, aeration, and decomposition progress.
- Assist farm manager with turning and watering compost piles as needed to ensure optimal microbial activity.
- Screen finished compost and distributed to garden beds as soil amendment.
- Educate volunteers and community members on proper composting techniques and the importance of soil health.

## Plant Propagation

- Assist with seed starting, including soil blocking, tray preparation, and labeling.
- Monitor germination rates, manage watering schedules, and adjust heat and sunlight exposure conditions in propagation areas.
- Transplant seedlings into larger containers or garden beds following the managers instruction and guidelines.
- Maintain cleanliness and organization in the propagation area, including the greenhouse.
- Track plant development and report any issues with pests, disease, or growth irregularities to the farm manager.

## Food Production

- Support all stages of crop production, including soil preparation, direct seeding, transplanting, weeding, and pest control with sustainable methods.
- Harvest crops with attention to quality, size, and food safety standards.
- Wash, sort, and pack produce for distribution to community members, or for partner organizations.
- Record harvest weights and assist with data collection on yield and crop performance.
- Maintain a clean and sanitary wash/pack station and follow food handling protocols.

Other duties as assigned

## **Promotes the following within the department and among all Team Members:**

- Creates a collaborative, inclusive, and culturally responsive atmosphere.
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

## **Blue Lake Rancheria requires Team Members, on a continual basis...**

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting the same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Previous farm, garden, or outdoor labor experience preferred but not required
- Ability to perform physically demanding tasks in all weather conditions
- Willingness to learn, take direction, and work independently or as part of a team
- Strong communication skills and the ability to follow detailed instructions

## **PHYSICAL REQUIREMENTS**

- Must be able to lift 40+ lbs. and engage in repetitive motion
- Comfort working in varied weather conditions (heat, rain, cold)
- Extended periods of standing, walking, bending, and kneeling

## **EDUCATION and/or EXPERIENCE**

Experience in sustainable agriculture, landscape management, or related environmental work is highly preferred. Familiarity with Traditional Ecological Knowledge (TEK) and its application in food systems and land management is a plus.

## **COMPUTER SKILLS**

Must be knowledgeable and proficient working with email and Google calendar for shift scheduling and work communication.

## **REASONING ABILITY**

Ability to solve simple and practical problems, dealing with a variety of concrete or unknown variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work will be performed outside on the work site.