Blue Lake Rancheria Tribe of California

POSITION DESCRIPTION
MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED NECESSARY

Job Title:	Assistant Farm Manager
Department:	Environmental Department
Reports To:	Farm Manager and Environmental Director
FLSA Status:	Non-Exempt

JOB SUMMARY

Under the supervision of the Farm Manager, the Assistant Farm Manager supports daily operations at Blue Lake Rancheria's (BLR) Daluviwi' Community Garden. The position helps coordinate crop production in the outdoor field and high tunnels year-round, harvest and post-harvest handling, produce distribution, composting, and farm maintenance. The Assistant Farm Manager also provides daily support, guidance and hands-on training to farm staff, interns, and volunteers.

This position requires practical agriculture experience, problem solving skills, and the ability to organize work as weather, crop conditions, and distribution needs change. The Assistant Farm Manager works closely with the Farm Manager to maintain productive growing spaces, accurate records, safe work practices, and reliable food distribution. Occasional participation in workshops, community events, and other program activities may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Crop Production: Carry out seasonal planting plans, including propagation, bed preparation, transplanting, seeding, cultivation, pruning, and crop transitions in field beds and high tunnels.
- Irrigation and plant health: Monitor soil moisture, operate and maintain irrigation systems, scout for pests and disease, and communicate concerns to the Farm Manager.
- Harvest and distribution: Coordinate harvests based on crop readiness and distribution schedules. Oversee washing, sorting, weighing, packaging, labeling, and storage to maintain produce quality and follow established food safety protocols.
- Coordination: Assign and demonstrate daily tasks for interns and volunteers; provide constructive guidance, monitor progress; and support a safe and respectful learning environment.
- Composting and soil health: Help manage compost collection and processing, including feedstock handling, temperature monitoring, turning, recordkeeping, and application of finished compost.
- Records and supplies: Maintain timely records of planting, harvests, distributions, sales, and other assigned activities. Track supplies and notify the Farm Manager of purchasing or maintenance needs.

- Site operations: Maintain growing areas, tools, irrigation equipment, pathways, and workspaces. Identify safety or repair needs and report them promptly.
- Community activities: Assist with farm stand operations, workshops, tours, volunteer days, and other farm programs as assigned.
- Other program 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 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. Valid driver's license is required.

EDUCATION and/or EXPERIENCE

Minimum requirement: Associates of Science in Sustainable Agriculture, Horticulture, or related field experience (2+ years). Preferred experience with Indigenous Knowledge systems and food sovereignty work. Must be knowledgeable in compost management, landscape maintenance, crop planning, plant propagation, and irrigation systems management. Food preparation and perseveration skills highly desired.

COMPUTER SKILLS

Must be knowledgeable and proficient working with the Microsoft Office Suite.

LANGUAGE SKILLS

Ability to read, and apply technical procedures, or government regulations. Ability to write reports and planning documents. Ability to effectively present information and respond to questions from co-workers.

MATHEMATICAL SKILLS

Mathematical skills need to be advanced enough to complete daily duties and responsibilities as related to irrigation and food systems management, and produce distribution.

REASONING ABILITY

Ability to solve simple and practical problems, dealing with a variety of concreate 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.

- Exercising sound independent judgment within established guidelines when called upon.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Team Member is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The Team Member frequently is required to reach with hands and arms. The Team Member is regularly required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The Team Member must regularly lift and/or move up to 50 pounds. The Team Member is regularly required to work in a variety of outdoor weather conditions. The Team Member is regularly required to work with and/or around sharp farming tools and wheelbarrows. Closed toed shoes and appropriate working clothing for farming and land restoration work are necessary.

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 mostly outdoors in varying weather, as well as light office work at Daluviwi' Community Garden on the Blue Lake Rancheria.

APPLICATION INSTRUCTIONS

Interested applicants must submit:

• A completed Blue Lake Rancheria Employment Application (available on the Tribe's website), and

• A current resume

Applications should be submitted to: tepa@bluelakerancheria-nsn.gov

This position will remain open until filled. Applications will be reviewed as they are received.