Biocultural Conservation Farm – Greenhouse Manager

POSITION DESCRIPTION
Oak Spring Garden Foundation is now accepting applications for one full-time Greenhouse Manager to work on our Biocultural Conservation Farm. The selected individual will be responsible for managing our vegetable and herb transplant production (for field use and sales), as well as our small-scale microgreen production for use by our Chef and CSA! In addition to managing the BCCF’s transplant and microgreen production, this individual will work closely with the BCCF Farm Manager in the management of the historic glasshouses we have onsite at the BCCF, which are currently undergoing renovations, as well as a newly constructed 30’ x 96’ heated poly-tunnel.

In addition to creatively planning and managing how the glasshouse and hoop house spaces are used, this position will be responsible for helping to develop efficient systems for greenhouse operations, and will be in charge of monitoring the general maintenance that these spaces require on a day-to-day basis. This may include: monitoring and adjusting the environmental control system (temperatures, fans, vents, etc.), monitoring and adjusting the irrigation schedule of crops and seedlings, recording data and more. The Greenhouse Manager will be expected to maintain exceptional standards of vegetable/herb transplant production for on-farm production and spring and fall seedling sales – as well as our small but growing microgreens production program.

Similar to the BCCF Farm Manager and the Landscape Manager, the Greenhouse Manager will be expected to also participate in all other general farm operations including bed preparation; planting, weeding, irrigating, harvesting, washing and packing of produce; helping to manage weekly CSA pick-ups on a rotating basis; working one full weekend per month on a rotating basis; helping to manage farm crew and volunteers, and more.

This role requires the candidate to be a highly organized, self-motivated and responsible person who is excited about small-scale organic farming, protected culture systems, and growing vegetable seedlings and microgreens! We are looking for candidates who can work quickly, efficiently and thoroughly, both with a team and by-themselves. Especially with a 40-hour work week, we are seeking those that can stay focused and work hard while at the same time have fun and find the humor and enjoyment in all of the little things that organic farming has to offer!
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<th>Schedule:</th>
<th>Full-time (40 hours/week)</th>
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<td>Pay Rate:</td>
<td>12-month salary commensurate with experience, with the possibility of extending to a full-time, permanent position after the first year. Onsite housing available for the first year. Paid holidays, sick and vacation days are provided. Health, vision and dental insurance available.</td>
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<td>Location:</td>
<td>Upperville, VA; The Oak Spring estate is located in rural northern Virginia, 15 minutes from the nearest town. On site accommodation in shared, comfortable housing is available and required.</td>
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<td>To Apply:</td>
<td>To be considered for this position, please email a resume and cover letter to <a href="mailto:hr@osgf.org">hr@osgf.org</a> with the subject line “BCCF Greenhouse Manager”. We will begin reviewing applications November 15, 2021 and will continue until the position is filled.</td>
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**ABOUT THE OAK SPRING GARDEN FOUNDATION**

The 700-acre Oak Spring estate is located in Upperville, VA - which is nestled in the Virginia Piedmont, between the Blue Ridge and Bull Run mountains. The foundation’s mission is to support fresh thinking and bold action on the history and future of plants, including the culture of gardens, and landscapes and the importance of plants for human well-being. Our Biocultural Conservation Farm (BCCF) plays an important role in fulfilling this mission. Established in spring of 2019, the BCCF’s current objectives are rooted in food production, conservation and education.

One of the primary goals of the BCCF is to donate at least 50% of the food produced on the farm to our local food banks and pantries. In 2020, the BCCF donated approximately 22,000 lbs of fresh produce to several food banks and pantries in our community. The other ~50% of the produce is used onsite in a multitude of avenues. Firstly, the BCCF provides fresh and unique produce to the OSGF Chef for programmatic meals on a weekly basis throughout the year. Additionally, we run a small Community Supported Agriculture (‘CSA’) program over 25-weeks from May-October in which customers pick-up a curated share of fresh vegetables once a week on the farm. In 2021, we had 33 CSA members, and are planning to expand to 50 members for the 2022 season. The CSA also extends out to OSGF’s Artists-in-Residence while they are here for their residencies. Lastly, a small amount of produce is used for value-added production like our annual apple butter.

Due to our unique geographical location and the agro-biodiversity and cultural foodways that exist within this region, we are very interested in growing and preserving heirloom crops that have a cultural and historical significance. In addition to the high-intensity, ecologically grown vegetable production on the farm, we also have several plots dedicated to production of seed as well as plants used by humans for natural dyeing, papermaking, fiber, medicine, and more.
GREENHOUSE MANAGER RESPONSIBILITIES

- Maintain exceptional standards in all aspects of greenhouse operations for a small-scale but highly diverse organic vegetable farm
- Work closely with the Farm Manager to develop and maintain efficient greenhouse and hoop house production systems
- Manage the planting schedule and care of vegetable and herb seedlings according to deadlines for field planting and the spring and fall seedling sales
- Perennial plant propagation and care for farm use and sales
- Work with Farm Manager to develop a more in-depth microgreen production program for use by CSA and our onsite Chef.
- Work closely with the Landscape Manager to develop effective IPM and nutrient strategies for the glasshouses and hoop house
- Record and communicate inventories of all greenhouse supplies with Farm Manager
- Help to creatively plan for the future use of the historic glasshouse spaces that are currently being renovated by bringing innovative ideas for protected-culture production-based systems that can possibly be incorporated into farm plans
- Educate and train seasonal farm crew and volunteers in various aspects of greenhouse operations including seeding, seedling care and maintenance, microgreen production, etc.

GENERAL FARM RESPONSIBILITIES

- Proper care and ongoing maintenance of the production fields, production greenhouse, seed-saving and utility plant plots, cold frames, appropriate trees and open spaces.
- Maintaining the production fields including bed preparation, planting, watering, weeding, pruning, spreading compost, mulching and propagation of cultivated species.
- Harvesting, washing, weighing, and delivering of fruits and vegetables.
- Managing CSA pick-up for 8-10 weeks out of the 25-week CSA season with one other team member, and in rotation.
- Maintaining a clean and safe workplace within the BCCF Pack House (outdoor wash station, packing room and walk-in cooler), as well as the greenhouses. Maintenance to include: sweeping, mopping, cleaning and sanitizing of tabletop surfaces, harvest bins and tools, sinks, wash tubs, etc.
- Assist with the maintenance of the seed-saving and utility plant plots (bed preparation, planting, weeding, watering, harvesting and cleaning of seed, etc.)
- Assist in the proper care and maintenance of our pastured poultry flock to include: feeding, changing water, harvesting eggs, letting the flock out of the coop in the morning and putting them up later in the day, observing for injuries or illnesses, etc. This may also include assisting in taking some of the birds to be processed for meat.
- Work one weekend a month – weekend duties include taking care of chickens, managing field and greenhouse irrigation, light harvesting and washing of vegetables (depending on season), mowing, etc. Note: Weekend hours reflect shorter weekday hours for the following week to maintain 40 hours.
- Willingness to learn the use of light and heavy equipment and exercise safety precautions when using. Equipment may include: farm pick-up trucks, a BCS two-wheel walk-behind tractor, weed-eaters, tractors, leaf blowers, riding lawn mower, etc.
- Willingness to assist in any OSGF and/or farm-related ticketed events as needed.
● Engaging with the BCCF volunteers while they are here for their weekly shifts in a positive and welcoming manner. Assisting in answering their questions.

● Assist in sharing photography and BCCF updates with the Farm Manager and the OSGF Communications Team.

● Exercise proper COVID-19 related protocols while working including wearing a mask while indoors and in close proximity to others, frequent washing of hands, etc.

● Other projects as assigned by the Biocultural Conservation Farm Manager.

PREFERRED QUALIFICATIONS

● 3+ years’ experience working on an organic farm, in greenhouse operations, hydro/aquaponics, or another related field.

● Demonstrated interest and passion for food and farming.

● Excellent time-management, communication and organizational and problem-solving skills.

● Dependable and collaborative team player.

● Ability to meet physical requirements of working outside, in varied weather conditions (including extreme heat and cold) in a working farm setting.

● Ability to do repetitive tasks for long periods of time (e.g., weeding)

● Ability to work quickly, efficiently and thoroughly in every assigned task.

● Ability to work independently and also as part of a team.

● Ability and willingness to operate machinery.

● Must have physical stamina to participate in rigorous outdoor activities.

● Ability to exhibit safe and responsible conduct in outdoor environments.

● Willingness to adhere closely to COVID-19 working practices, and must be willing to provide proof of COVID-19 vaccination.

● Ability to lift at least 50 pounds.

● Must have a Driver’s License and a vehicle.

● Great attitude!

TO APPLY

To be considered for this apprenticeship, please email a resume and cover letter to hr@osgf.org with the subject line “BCCF Greenhouse Manager”. We will begin reviewing applications November 15, 2021 and will continue until the position is filled.

Oak Spring Garden Foundation is an equal opportunity organization and will not allow discrimination based upon age, ancestry, disability, gender identity, national or ethnic origin, race, religious belief, sex, sexual orientation, marital status, political belief, or veteran status.