Garden City Harvest Job Description
Farm to School Assistant

Season/hours: Seasonal position (1100 hours annually), part time from early April – early November, approx. 30-40 hours/week. Schedule varies, some weekend and evening work required.

Benefits: Medical and dental insurance with premium paid in full by employer; 1 week vacation/sick equivalent per year; 3 paid holidays per year

Supervision: Farm to School Director

Summary: The Farm to School Assistant position is a shared position with Garden City Harvest (GCH) and the Missoula County Public Schools (MCPS) Food and Nutrition Services Program. This position will support all GCH Farm to School activities as necessary. The Farm to School Assistant will also serve as the coordinator of the MCPS Central Kitchen Garden, as well as work with MCPS Central Kitchen Staff to integrate more local food into cafeterias. This position will also work to support and enhance educational opportunities related to the Central Kitchen and Farm to School special events.

DUTIES

For Garden City Harvest
- Assist with school garden maintenance
- Assist with spring and fall outdoor learning center lessons to elementary school students
- Assist with Garden City Harvest summer family cooking classes
- Assist with outdoor learning center volunteer workdays and events
- Assist with Garden City Harvest educational field trips and summer camps as necessary
- Other duties as assigned

For the MCPS Central Kitchen
- Plant and maintain MCPS Central Kitchen production garden
- Harvest Central Kitchen garden during the growing season, with help from Central Kitchen staff
- Process Central Kitchen garden produce and local food products for meal programs, with help from Central Kitchen staff
- Assist with special events including Farm to School Month (October), National Kale Day (October), Montana Crunch Time (October), and CATCH Fair (May)
- Track amount of produce harvested from the Central Kitchen garden
- Organize field trips to the Central Kitchen for MCPS elementary school students
- Help with other Farm to School/GCH activities as necessary.
REQUIRED KNOWLEDGE, SKILLS AND TRAINING

- Knowledge and experience in gardening required
- Teaching experience preferred
- Experience in food service desired
- ServSafe certification required (can be acquired during training)
- Valid driver’s license and good driving record required
- Self-motivated
- Organized
- Ability to drive a manual transmission vehicle
- Able to lift up to 50 pounds, and work outdoors in all types of weather
- Strong manual labor work ethic
- Must pass required background

Applications are due by Friday February 16, 2018. Please send resume to Farm to School Director, Jason Mandala, at Jason@gardencityharvest.org

Garden City Harvest is an equal opportunity employer.