



Department: Full Circle Gardens

Position: Full time, Full Circle Gardens Associate

Full Circle Gardens

Ozarks Food Harvest is Southwest Missouri's regional food bank, serving 270 hunger-relief agencies across 28 counties. Full Circle Gardens is the department within the food bank whose primary purpose is to connect locally grown fruits and vegetables with our neighbors facing food insecurity. Our approach to this is a multifaceted one that entails growing produce year-round at our Food Bank Farm, rescuing ("gleaning") excess from partner farms and giving gardens, and sharing gardening resources and education to empower our partner agencies and our neighbors to be able to grow and share food of their own.

The Full Circle Gardens Associate will be responsible for supporting the efforts of the Field Operations Manager and Director of Full Circle Gardens by assisting with farm maintenance and operations, produce gleans, and donation pickups and deliveries. The associate will assist with leading volunteers at our Food Bank Farm or at partnering sites, and tracking impacts, as needed.

Essential Duties and Responsibilities

- Lead groups of volunteers in maintaining crops and harvesting produce at the OFH Food Bank Farm and partner sites
 - Groups vary in size and may include volunteers from local businesses, organizations, retirees, schools and/or college students
 - Assist with hands-on educational and technical instruction
 - Set up and restock tools and supplies necessary for volunteer activities
- Assist in all farm tasks such as bed preparation, planting, cultivating, composting, harvesting and packing produce at our ¼ acre farm in Rogersville, MO
- Support the assurance of a safe work environment for volunteers and fellow staff
 - Ensure accessibility of first aid supplies, gloves, sunscreen, water, bug spray
 - Evaluate garden tasks for potential hazards and take steps to mitigate risks
 - Demonstrate and monitor tasks that volunteers are asked to perform
 - Maintain adherence to food safety standards outlined by the Food Bank, Produce Safety Alliance and Food Safety Modernization Act
- Lead or assist with produce donation pickups and deliveries from partner farms/garden partners to network agencies.
 - Maintain appropriate paperwork and turn in to the Field Operations Manager or, if unavailable, Director of Full Circle Gardens
 - Track and record impacts such as harvest weights on-site, harvest weights by crop (if applicable), locations of harvest, agency receiving produce, weight upon each delivery, and other information as needed.
- Support strong working relationships with local producers and donors
- Participate in continuing education events and industry conferences
- Understand and advocate for the Ozarks Food Harvest mission of hunger relief in the Ozarks, and represent Full Circle Gardens at designated community events

Job Summary

- Full Circle Gardens is a fast-paced and constantly changing work environment that requires flexibility, creativity, collaboration, and a willingness to adapt as opportunities arise.
- This position will spend the majority of time outdoors in a farm setting, though office space is provided at the Food Bank Distribution Center.
- This position requires the ability to stand, crouch or bend for long periods of time.
- This position frequently requires the ability to lift 40 lbs. or more repeatedly throughout the shift.
- Must have clean driving record and pass a background check.
- Other duties may be assigned as needed.
- Starting pay begins at \$17.00 per hour, depending on professional experience

Qualifications

High school degree or equivalent required. Ability to read, write and communicate clearly and effectively is essential; good organizational skills and attention to detail required. Able to handle multiple priorities and effectively work with a diverse group of volunteers and staff. Attention to workplace safety for self and others is essential. Hiring preference will be given to individuals with professional experience in farming/gardening.

To apply, please email a resume and cover letter to Full Circle Gardens Field Operations Manager, Cady Wolf, at cwolf@ozarksfoodharvest.org.