job posting





The Centre for Sustainable Food Systems at UBC Farm Seasonal Positions (Multiple Openings)

The Centre for Sustainable Food Systems at UBC Farm is seeking candidates to join our team for the 2017 growing season. A variety of seasonal positions are available within our Farm Operations, Outreach and Children's Programs. These positions are targeted at current students who are eligible for either the UBC Work Learn Program and/or the Canada Summer Jobs Program. Please review the eligibility criteria before submitting your application (the UBC Work Learn and Canada Summer Jobs Program eligibility criteria are specified and linked for each position under the "Position Title" heading on the tables below).

The Centre for Sustainable Food Systems at UBC Farm (CSFS/UBC Farm) is a 24-hectare teaching, research and community farm located on the University of British Columbia's Vancouver campus. Embodying UBC's aspiration to be a "living laboratory", the CSFS/UBC Farm provides experiential learning opportunities for students and strives to explore and exemplify how land, food and community are brought together to create healthy and sustainable food systems.

Position Titles, Responsibilities and Details

Position Title	Work Hours and Schedule		Primary Duties and Responsibilities	Hourly Wage
PERENNIAL FIELD WORKER ¹ 1 position (Work Learn Summer	 May to August 20-24 hours per week Tuesdays, Wednesdays 	 September to October ² 7-15 hours per week Schedule TBD 	 Perennial field preparation and maintenance – pruning, managing pests, irrigating, weeding, harvesting, and assisting with developing and implementing perennial crop management plans and strategies. Data collection tasks – collecting production and harvest data for UBC Farm records. Post-harvest tasks – washing, sorting, packaging and preparing produce for sale. 	\$14.07 or \$14.52 (depending on experience)
Term Eligibility Required)	and Thursdays (preferred)		 General farm tasks – assisting with other field duties, basic construction, cleaning, etc. as required. 	

Grounded in science. Global in scope.

Tel: 604.822.5092, Fax: 604.822.6839, 2357 Main Mall, Vancouver, BC, V6T 1Z4 www.ubcfarm.ubc.ca

JOB POSTING	DATE	PAGE NUMBER
Seasonal Positions 2017	March 11, 2017	2

Position Title	ition Title Work Hours and Schedule			Primary Duties and Responsibilities	Hourly Wage		
HOOPHOUSE WORKER ¹	•	May to August 13-15 hours	•	September to October ²	•	Production tasks associated with hoophouse crops – cultivating, seeding, transplanting, trellising, pruning, irrigating, managing pests, weeding and thinning,	\$14.07 or \$14.52 (depending on
1 position		per week	•	7-15 hours per week	•	harvesting, etc. Data collection tasks – collecting production and harvest	experience)
(Work Learn Summer Term	•	Tuesdays and Saturdays (preferred) <u>OR</u>	•	Tuesdays and Saturdays	•	data for UBC Farm records. Post-harvest tasks – washing, sorting, packaging and preparing produce for sale.	
Eligibility Required)		Tuesdays and Thursdays		(preferred) <u>OR</u> Tuesdays and Thursdays	•	General farm tasks – assisting with other field duties, basic construction, cleaning, etc. as required.	

Position Title	Work Hours	and Schedule	Primary Duties and Responsibilities	Hourly Wage
COMMUNITY SUPPORTED AGRICULTURE (CSA) PROGRAM WORKER 1 position (Work Learn Summer Term Eligibility Required)	 May to August 20-21 hours per week Tuesdays, Fridays, and Saturdays 	 September to mid-November ² 12-21 hours per week Tuesdays, Saturdays, Friday mornings and/or Friday afternoons 	 CSA program tasks – responding to CSA member e-mail, phone and/or in-person inquiries and requests; preparing weekly CSA Program e-newsletters, assisting with organizing CSA and UBC Farm staff member community potlucks and social events. CSA field production tasks – harvesting, processing and packaging produce for weekly (Tuesday and Saturday) CSA pick-ups. CSA sales and data collection tasks – cashiering and liaising with CSA members during pick-up times; assisting with counting cash register tills; assisting with CSA sales data tracking for UBC Farm records. General farm tasks – assisting with other field duties, basic construction, cleaning, etc. as required. 	\$14.07 or \$14.52 (depending on experience)

Grounded in science. Global in scope.

JOB POSTING	DATE	PAGE NUMBER
Seasonal Positions 2017	March 11, 2017	3

Position Title		Work Hours and Schedule				Primary Duties and Responsibilities	Hourly Wage	
WHOLESALE WORKER	•	Mid-May to August	•	September to October/ November ²	•	Wholesale customer service tasks – assisting with communicating and liaising with local chefs and wholesale account customers, and receiving weekly produce orders.	\$14.07 or \$14.52 (depending on	
1 position (Work Learn	•	15-21 hours per week	•	9-21 hours per week	•	Wholesale order preparations – harvesting, processing and packing produce orders (ensuring that food safety requirements are satisfied, that orders are complete and	experience)	
Summer Term Eligibility	•	Tuesdays, Fridays and possibly	•	Tuesdays and Fridays		accurate, and that high quality control standards are maintained), assisting with delivering orders to wholesale customers, assisting with creating invoices for orders; and		
Required)		Saturdays		(preferred), and possibly Saturdays	•	collecting and processing payments. General sales tasks – assisting with cashiering at the UBC Farm markets and other sales-related duties as required.		

Position Title	Work Hours and Schedule			Primary Duties and Responsibilities	Hourly Wage		
MARKET SALES WORKER	•	Mid-May to August 15-21 hours	•	September to October ² 9-21 hours	•	Market preparations – setting up cash register tills (counting initial floats, programming market iPads, setting up check-out stands), calibrating scales, setting up tables and tents, and helping to set up produce and merchandise	\$14.07 or \$14.52 (depending on experience)
1 position		per week		per week			
(Work Learn Summer Term Eligibility Required)	•	Wednesdays, Saturdays, and possibly Thursday afternoons	•	Saturdays (required), Wednesdays (preferred) and possibly Thursday afternoons	 handling cash, cheque and credit cards payments (via POS terminals – mandatory PCI compliance training will be provided), and engaging customers at UBC Farm markets. Market closing procedures – taking down produce stands, signs, check-out stands including cash registers, tables and tents, and counting cash. Data collection tasks – collecting and tracking sales data 		

¹ Possible occasional part-time hours between November 2017 and April 2018.

Grounded in science. Global in scope.

Tel: 604.822.5092, Fax: 604.822.6839, 2357 Main Mall, Vancouver, BC, V6T 1Z4 www.ubcfarm.ubc.ca

² Although the work schedule aims to be compatible with the responsibilities of a student returning to school in September, September is also one of the busiest months for many programs at the CSFS/UBC Farm. Preference for some positions will be given to applicants who will have more availability during this time, although there is some flexibility with regards to work scheduling in the fall to accommodate students' schedules and availability. Preference may also be given to candidates who are studying in a field related to the work.

JOB POSTING	DATE	PAGE NUMBER
Seasonal Positions 2017	March 11, 2017	4

Position Title		Work Hours and Schedule	Primary Duties and Responsibilities	Hourly Wage
OUTREACH WORKER	•	May to October	Outreach and community engagement tasks – leading community tours of the UBC Farm (i.e. disseminating	\$14.07 or \$14.52
1 position	•	Approximately 5-10 hours per week.	information about CSFS/UBC Farm academic and community-based programs, initiatives and events); assisting with planning and attending community outreach	(depending on experience)
(Work Learn Summer Term Eligibility Required)	•	Variable hours depending on the outreach events schedule. Weekend availability is required. May require evening availability as well.	events around the city (i.e. setting up booth displays, selling merchandise and produce, engaging the general public as a representative of the CSFS/UBC Farm); and assisting with various outreach projects as required. • Data collection tasks – assisting with tracking community	
			engagement and outreach-related data for UBC Farm records, assisting with tracking sales at outreach events; and maintaining merchandise inventory.	

Position Title	Work Hours	and Schedule	Primary Duties and Responsibilities	Hourly Wage
CHILDREN'S PROGRAM WORKER	May to mid- JuneVariable part-	Mid-June to September 1 st , 2017	 FarmWonders Field Trips – assisting with planning and leading UBC Farm tours for elementary and secondary school students. FarmWonders Summer Day Camp Program – assisting 	\$14.07 or \$14.52 (depending on experience)
5 positions (Work Learn Summer Term and/or Canada Summer Jobs Eligibility Required)	time hours (depending on the FarmWonders Field Trips schedule and the availability of the applicants chosen for this position)	Fridays	 with educating and instructing children (ages 6-11) (including assisting with curriculum planning; developing and leading science-based field experiments, field games and forest walks; supervising children cooking and/or baking in the UBC Farm kitchen; and assisting children with planting and harvesting produce from garden beds). FarmLeaders Camp Program – assisting with the development and implementation of leadership training exercises and activities for youth (ages 12-14) working with the FarmWonders Summer Day Camp participants. Children's Education Garden – assisting with the maintenance of the UBC Farm Children's Education Garden as required. 	

Grounded in science. Global in scope.

JOB POSTING	DATE	PAGE NUMBER
Seasonal Positions 2017	March 11, 2017	5

General Qualifications

Qualifications vary for each position and may include:

- Excellent customer service and communication skills (both written and verbal).
- Self-motivated, highly adaptable, able to identify and prioritize tasks with minimal supervision.
- Strong organizational and computer skills.
- Trustworthy; experience with money handling or cashiering.
- Demonstrated ability to work quickly, efficiently and calmly in high-stress settings for long hours in any weather and bring tasks to completion on time.
- Excellent interpersonal skills; able to work both independently and within a high-energy team environment; able to resolve interpersonal conflicts professionally.
- Good mechanical aptitude, familiarity with farm equipment, and basic construction skills.
- Good group leadership skills.
- Interest in and experience teaching children, particularly in an outdoor education setting.
- Experience with organic farming or gardening.
- Experience working with Microsoft Excel.
- Knowledge of local and organic agricultural production practices and trends.
- Completion of foundation courses in biological or agricultural sciences.
- Familiarity with and commitment to the vision and mission of the Centre for Sustainable Food Systems at UBC Farm.
- Must be in good physical shape. Valid driver's license required for some positions. Access to a cell phone and a personal computer are
 assets.

How to Apply

Fill out this online <u>UBC Farm Seasonal Positions 2017 application form</u>, attach a single PDF document to the form that contains a cover letter and your resume and click "Submit". Applications will be received until <u>11:59pm on Sunday, March 26th, 2017</u>. Only applicants selected for interviews will be contacted. Please no phone calls or emails.

UBC hires on the basis of merit and is committed to employment equity. All qualified persons are encouraged to apply. Students, Canadians and permanent residents of Canada will be given priority. The Centre for Sustainable Food Systems at UBC Farm will also give priority to individuals who have demonstrated commitment through volunteer service or other engagement.

Grounded in science. Global in scope.

Tel: 604 822 5092	Fax: 604.822.6839.	2357 Main Mall	Vancouver	BC V6T 174