

**Trainee Role Description –Grower to Grocer - 2 posts**

We believe the link between horticulture and distribution to be crucial in developing a sustainable food system. Our local, organic veg box scheme supplies over 350 fruit and veg bags (and growing) to people in Waltham Forest. The produce comes from local organic growers and farmers, including our own 12 acre community market garden, Hawkwood, which also supply local restaurants and our own market stalls. The Hawkwood site’s emphasis is on high flavour, high value produce such as heritage tomatoes, cucumbers, beans, chillies, kales and mixed salad leaves: in 2015 we produced over 1.8 tonnes of salad, including 97 varieties of leaves.

This traineeship will suit someone looking to learn how to develop their skills as a grower for a commercial market. The trainee will learn, and take on responsibilities for, the skills and activities required to harvest and prepare fresh produce, in particular for the Organiclea box scheme, and for the gardening and packing work that complete the whole ‘grow to sell’ picture. You will gain an insight into supply coordination, ordering, liaising with suppliers and marketing of the business.

# Details of the role

* Unpaid voluntary role
* Time commitment: 1.5 days/week for 9 months
* Dates: Tuesday 5th April - Wednesday 14th December 2016
* Hours: Tuesdays from 9.00am – 5.00pm and Wednesdays 9.00am - 1.00pm
* Based at: Hawkwood Community Plant Nursery
* Occasional weekend commitments: 4 days over the traineeship to support weekend outreach events, Open Day and plant and produce stalls
* Supported by: tutorials one evening per month and monthly check-ins with an Organiclea mentor

# Main objectives

# To assist with harvesting and preparing produce in accordance with the needs of the Organiclea box scheme or other outlets

# To provide support for the vegetable production at Hawkwood

# To learn about and assist with the packing and logistics of running a box scheme

# To provide support for the volunteer programme

# Main Activities

# Harvesting

# Cutting/picking produce to the agreed methods, ensuring quality control

* Preparing produce according to product descriptions
* Weighing, packaging, sealing, labelling
* Assisting with pack set up, checking deliveries
* Organising and maintaining dispatch systems

# Growing

* Formulating propagation media and maintaining propagation environment
* Organic weed, pest, disease and irrigation management
* Planting and maintaining glasshouse crops, field vegetables, salad leaves, green manures and companion plants

# Undertake other activities in support of Organiclea, as appropriate

**Participating in Organiclea’s weekly box scheme**

* Checking deliveries, assisting with the pack set up
* Responding to requests from new and existing box scheme customers
* Weighing, packing vegetable bags, ensuring quality control
* Sorting and logging for delivery, helping with loading vehicle, and supporting with delivery
* Support ordering and supply for the box scheme and restaurant and catering outlet partners
* Contributing to marketing and communication channels

**Working with volunteers**

* Work to ensure all volunteers on site are safe, welcomed, valued and supported
* Lead gardening and grocery tasks with volunteers

**Person Specification**

## **Essential**

* Interest in sustainable food production and the desire to put that interest into practice
* Interest in learning about becoming a grower for sale, and development of a food growing business
* Some experience of growing
* Ability to supervise and explain tasks to volunteers
* Happy to work mainly outdoors throughout the year
* Ability to carry out shared tasks and work within a team
* Ability to work on own initiative, prioritise tasks and work to deadlines
* Commitment to and understanding of the aims of Organiclea

### Desirable

* Experience of working with volunteers