**OrganicLea**

# Job Description

**1. JOB DETAILS**

**Title: Harvest focused Production and Distribution Support role**

**Responsible to: Production Team (Ru Litherland), Distribution Team (Ana Vadaneu & Zoe Miles)**

**Hours per Week: 25 hours**

**Annual Salary:** £8.20/hour - £10660 / PA pro rata

**Contract: Six Months Fixed Term**

1. **JOB PURPOSE**

*“Become part of the Production and Distribution teams, supporting harvest, box pack, and stalls work in various ways. ”*

**3. MAIN DUTIES AND RESPONSIBILITIES**

3.1 To be part of a harvest team, harvesting various vegetables, herbs and fruit according to season and production requirements (8 hrs – Tuesdays, 9-5pm).

To take on creative management of waste produced by the box pack and harvest, according to the interests and ideas of the candidate – excess produce could be turned into preserves, cardboard into mulch, and net bags into an art project, for example (5 hrs, Wednesdays/Thursdays, flexible timing).

To support infrastructure work and horticultural work on site (4 hrs Fridays, 9-1pm / 1-5pm).

To support 1 day of weekend stalls work in set up, selling and pack down. This is a great opportunity to learn about the produce seasons, food system change work through sales and engaging with the wider OrganicLea community. The candidate will develop sales, organizational and communication skills (8 hrs Saturday/Sunday).

3.2 To take reasonable care for the health and safety of self and others who may be affected by acts or omissions related to your work. Co-operate fully with the management of the Company with regard to any duty or requirement imposed on them by the relevant Health and Safety legislation to allow that duty or requirement to be carried out or complied with.

3.3 Any other reasonable duties and responsibilities considered appropriate by the management of the Company.

1. **QUALIFICATIONS AND / OR EXPERIENCE REQUIRED**

Essential:

* Willingness to work in a team and communicate with others
* Ability to take feedback and give feedback
* Interest in horticulture, vegetables, food, waste and the environment
* Good interpersonal skills
* Willingness to work at a reasonable pace
* Willingness to work outside in all weather and across all seasons
* Willingness to learn or further develop existing skills in customer relations and retail.

Desirable:

* Understanding of the food system, climate change and environmental issues
* Interest in learning about turning food waste into edible products
* Entrepreneurial drive and creativity

Approved By:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_Zoe Miles\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_15 October 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Note:

These duties defined in this Job Description are not definitive and may be subject to future amendments following appropriate consultation.