



Opaskwayak Health Authority Position Description

Identifying Information

Position Title	Smart Farm Production Assistant
Reports To	Smart Farm Manager
Program	Smart Farm
Integrated Care Team	n/a
Date	07 – Mar - 22

Job Summary

Reporting to the Smart Farm Manager, the Smart Farm Production Assistant is responsible for handling operations in the facility and providing support to the Manager and Smart Farm team. The Production Assistant is an essential member of the Smart Farm team and is assigned key responsibilities. The Production Assistant will maintain public relations support while maintaining organizational and cultural competencies. Main responsibilities general farming duties, leading the Smart Farm operations through the growth cycle: seeding, germinating, implanting seedlings into foam rafts and harvesting. The Production Assistant is also responsible to collect basic data on crops and farming systems and provide general labour related to cleaning, waste management, produce handling and equipment inspections. The Production Assistant is responsible for ongoing facility monitoring that includes participation in a rotation with some weekend expectations.

Key Responsibilities

Specific Duties	
<ul style="list-style-type: none"> • Application of general farming responsibilities • Lead the team through growth cycles: seeding, germination, implanting seedlings into foam rafts and harvesting • Facility monitoring that includes participation in a rotation with some weekend expectations • Nutrient mixing and monitoring • Basic data collection on crops and farming systems to be reported to the Manager • Pack and label produce • Clean and organize equipment and supplies on a scheduled basis • General trouble shooting farm operations and equipment • General labor related to cleaning, waste management, produce handling, equipment inspections • Maintain the Canada GAP forms, compliance manual, scheduled site inspections for audits and health & safety inspections 	
Working Conditions	
<ul style="list-style-type: none"> • Good physical health with the ability to lift to 25kg • Ability to work long periods in temperatures ranging from 6C to 27C • Ability to work in high humidity environments for long periods of time • Ability to work on an elevated platform (1.5m high) for extended periods • Must be able to bend stretch, twist and/or reach with body and arms • Ability to work in a face paced environment to meet harvesting goals 	

Education & Training

Education	<ul style="list-style-type: none"> • Post-Secondary Training in Horticulture or University Degree in Agriculture sciences, majoring in General Agriculture or equivalent work experience. (2 – 5 years' experience)
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	<ul style="list-style-type: none"> Background experience in Agriculture or hydroponic work environment. (required)
Licenses & Certificates	<ul style="list-style-type: none"> Must have or attain CPR/First Aid, WHMIS, Fall Protections and Confined Space Class 5 Drivers License
Other	<ul style="list-style-type: none"> None

Knowledge, Skills & Abilities

Knowledge	<ul style="list-style-type: none"> Understanding of general plumbing mechanics used in hydro-aeroponic grow operations Understanding of growing equipment (i.e. Lighting systems, positioning) and maintenance of the equipment (i.e. sensors, lighting, pumps, etc.)
Skills	<ul style="list-style-type: none"> Waste management Organizational skills Time management Conflict resolution skills A strong work ethic Must be willing to learn Must be able to work in a team environment
Abilities	<ul style="list-style-type: none"> Following the practices and guidelines of The OCN SMART FARM manual and procedures Follow employee safe practices in the workplace Follow Food Safety Policy, Occupational Health and Safety Policies Must have good hygiene habits Ability to generate reports on computer

Experience

Experience	<ul style="list-style-type: none"> Previous experience in Agriculture, Food Processing, or Manufacturing an asset
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Employment Checks

- Criminal Record Check
- Reference Checks upon request

Supervisory Responsibilities

- Student Cultivators

Organizational Competencies (Core)

Customer Focus
<ul style="list-style-type: none"> Applies customer service guidelines that are appropriate for the situation Creates, develops & nurtures culturally appropriate interactions & connections with team members / customers / co-workers / / community members Develops & maintains successful working relationships with team members / customers / co-workers / /community members Identifies & embraces opportunities to provide helpful information to customers and team members Understands & is sensitive to culturally diverse customs & traditions impacting clients / family
Teamwork

<ul style="list-style-type: none"> • Attends staff meetings, training sessions, planning / problem solving sessions • Develops & maintains interpersonal relationship to be a fully effective & fully participating team member in a service delivery model that focuses on team building • Participates in fulfilling the mission, vision, values, goals & objectives of the organization • Supports & participates as an active team member • Works collaboratively with team members / customers / co-workers / / community members • Works effectively in a multi-disciplinary team environment
Communication
<ul style="list-style-type: none"> • Communicates issues & concerns promptly to Manager • Ensures that verbal & written communication is clear, concise & understood by the listener; asks for feedback • Practices professional & effective written, oral & interpersonal skills
Quality of Service Delivery
<ul style="list-style-type: none"> • Complies with quality and safety standards • Maintains a clean & orderly work environment • Meets or exceeds attendance standards to support team performance • Practices continuous quality improvement to program & service delivery, process & organizational effectiveness • Reports defective or missing equipment & safety hazards
Quality of Performance
<ul style="list-style-type: none"> • Ability to perform job with minimal supervision • Arrives at work & starts on-time • Maintains & monitors a system for tracking / monitoring / managing tasks / actions items / projects • Effectively prioritizes needs, problem solves & makes decisions to the level required by the position • Efficiently & effectively manages multiple tasks / responsibilities • Seeks out & participates in learning opportunities in order to develop practical / technical skills required for the position • Takes responsibility for all work activities & personal actions by following through on commitments

Cultural Competencies (Core)

Seven Sacred Teachings	Humility • tapaténimōwin • To accept yourself as a sacred part of creation is to know humility <ul style="list-style-type: none"> • Learn not to be arrogant • Do not think too highly of yourself • Do not want for yourself
	Honesty • tapwéyatisiwin • To walk through life with integrity is to know honesty <ul style="list-style-type: none"> • Be truthful & trustworthy • Use straightforward & appropriate communication • Be honest with yourself as well as with others
	Respect • kistenítamōwin • To honour all creation is to have respect <ul style="list-style-type: none"> • Show regard for the values of people & things through appreciation • Don't hurt anything or anyone on the outside or inside • Never take more than you need & always give away that which you do not use • Learn respect & learn balance
	Courage • sōkétahawin • To face life with courage is to know bravery; the personal strength to face difficulties & challenges <ul style="list-style-type: none"> • Have courage • Make positive choices • Stand up for your convictions
	Wisdom • nipwakéwin • To cherish knowledge is to know wisdom

	<ul style="list-style-type: none"> To live your life based on your unique gifts is to live wisely Do not live based on what you wish you were Live on what you are
	Truth • tapwéwin • To know these things is to know truth <ul style="list-style-type: none"> Be sincere in action, character & what you say Pray, every day Ask for yourself when there is no recourse And give thanks, always
	Love • sakítowin • To know love is to know peace <ul style="list-style-type: none"> You must understand and live the other six teachings before you can know love Attachment is based upon devotion, admiration, tenderness, unselfishness, loyalty & concern To love yourself is to live in harmony with all creation

Working Conditions

Mental Demands	<ul style="list-style-type: none"> Frequent interruptions that are disruptive Occasionally encounter emotionally charged situations Occasional changes in policy / process Occasional changes in workplace - staff, budgets, etc. Occasional conflicting work priorities
Physical Demands	<ul style="list-style-type: none"> Pleasant work environment Lack of onsite office & / or shared workspace Occasionally lifting, pushing & pulling up to 50 lbs.
Work Context	<ul style="list-style-type: none"> Occasionally encounter unpredictable deadlines Occasionally required to work overtime Occasional meeting cancellations & / or interruptions

Approvals (required for new job descriptions only)

I certify that this is an accurate description of the responsibilities required of the position & that it forms the basis for the position classification level & the performance appraisal related to this position.

Human Resource Coordinator

Date

Program Manager / Title

Date

Executive Director

Date

Employee Signature (required upon acceptance of job offer)

I have read the foregoing & understand it is a description of the duties assigned to my position.

Signature of Employee

Date