

Your local, edible garden specialists



Leaf, Root & Fruit Pty. Ltd.

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## Job Description

### Job title: Urban Farmer

Version: 1.0 (30/04/2017)

<b>Reporting to</b>	Operations Manager
<b>Salary</b>	TBC per hour, plus superannuation
<b>Hours</b>	Casual Employment. Anticipated workdays are 3 to 4 days per week, usually on a Monday to Thursday with occasional Friday or weekend work. The staff member will need to be available to work between the hours of 6:30 am and 6:00pm
<b>Location</b>	This position is based at Leaf, Root & Fruit Head Quarters in Glen Iris. It will involve extensive travel to gardens across Melbourne. Most of Leaf, Root & Fruit's clients are based in the south-eastern suburbs. Travel to northern and western suburbs may also be necessary

### Purpose of the position

This position is an entry level position to the business. Urban Farmers are the primary labour force used to implement our projects and run our ongoing programs. This also creates opportunities to gain valuable skills, insight and knowledge which may enable them to transition into other roles within the business.

### Responsibilities & duties

#### Responsibility 1 – Ongoing Maintenance Program.

This includes tasks such as tending veggie patches, weeding, lawn mowing, hedge trimming, sweeping, fruit tree pruning and other garden maintenance.

Work standard: Our ongoing maintenance program requires staff to be professional, punctual and courteous towards our clients. A high level of attention to detail is needed to ensure that landscapes are maintained well. The role requires staff to be well organised and to adhere to timelines. A degree of flexibility to deal with the changing demands of this role is essential. Staff will, at times, be expected to work autonomously. This includes travelling independently to and from a site to conduct garden maintenance. Staff must follow safe work practices and adhere to OH&S standards as laid out in the Staff Handbook.

#### Responsibility 2 – Installing raised garden beds and wicking beds

Staff will be expected to cut timber and assemble garden beds. They will need to deliver these to the site, install them in a level position and fill them with soil.

Work standard: Staff will need to be familiar with basic carpentry and a high level of precision when cutting the timber. This role involves heavy lifting and hard, physical labour. Staff must follow safe work practices and adhere to OH&S standards as laid out in the Staff Handbook.

#### Responsibility 3 – Implementation of Foodscapes

Staff will be expected to follow instructions and portfolio plans, in implementing garden designs of edible landscapes. This may involve tasks such as digging, moving mulch and soil, paving, installing irrigation, installing trellis, planting, watering and other landscaping duties.

Work standard: Staff will need to follow instructions and have a high level of attention to detail. They will need to be professional and courteous to our clients and members of the public. Good organization and communication skills are essential. The ability to identify various edible plants is important. Staff must follow safe work practices and adhere to OH&S standards as laid out in the Staff Handbook.

## Academic & trades qualifications

### Essential qualifications

- A full, manual drivers license
- A current Working with Children Check

### Desirable qualifications

- Horticulture Qualifications
- Permaculture Design Certificate

## Work experience & skills

### Essential experience & skills

- Experience with growing fruit and vegetables, including the ability to identify common varieties.
- Experience with petrol operated power tools such as whipper snippers, lawn mowers and hedge trimmers

### Desirable experience & skills

- Experience in garden design, landscaping, irrigation and/or paving
- Good computer literacy including the ability to use the entire MS Office Suite
- Ability to tow and reverse a trailer
- Experience in garden design
- Experience in client management, customer service or managing staff.
- Good literacy skills, and the ability to communicate effectively in writing.

## Personal qualities & behavioural traits

### Essential qualities or behaviours

- Attention to detail
- Ability to communicate effectively and professionally
- Good time management and organizational skills
- Ability to work autonomously and fill various roles within a team environment
- Confidence in liaising with clients
- Ability to accept constructive criticism and praise
- Honesty and the ability to take responsibility and ownership of successes and failures
- Reliable and punctual

### Desirable qualities or behaviours

- N/A

## Relationships

### Details of relationships relevant to this role

- This role will report to the Operations Manager

- Direction and training may be given by other, more experienced LRF Urban Farmers as well as other senior staff.
- The role will involve direct contact with clients, in person, via email and on the telephone.
- All LRF staff will at times, interact with members of the public. When doing so, they are to represent the business as per the Staff Handbook.

**Employee signature:** \_\_\_\_\_

**Employee name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager's signature:** \_\_\_\_\_

**Manager's name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Performance review period: Initially a three month probation period. After that, performance is to be reviewed at least annually.

**Next review date:**