

Farm Operations Manager Core Accountabilities

Overall Farm Management

Heritage Prairie Farm, a leader in organic vegetable farming with 10 acres in cultivation, seeks an **experienced** Operations Manager.

At Heritage Prairie Farm, we grow for market, CSA, wholesale, and retail. We are dedicated to producing a high-quality product and the success of that begins with good cultivation.

Candidates should have:

- At least five years experience farming
- At least five years in a management position on a farm
- Previous experience on an organic vegetable farm
- Experience with a variety of tractors and implements
- Excellent communication and leadership skills
- Experience with USDA Organic and USDA GAP GMP certifications preferred

In this role, you'll be in charge of developing and overseeing daily production tasks for the farm crew. This position is hands-on and part of the core leadership, requiring attendance to monthly meetings and working with the leadership team to create a positive, supportive culture for everyone who works on the farm.

Positive disposition, hardworking, strong organization skills, attention to details, willingness to learn and ability to lead and motivate a team are all highly important. Perspective and a good sense of humor are preferred.

At Heritage Prairie Farm, we're committed to being a great place to work. From growth opportunities to a fun culture, we provide a foundation for building successful careers. Our company culture fosters diversity, teamwork, guest service and individual accountability.

The compensation package includes a competitive hourly rate; paid time off; bonus; cell phone reimbursement; year-round access to our vegetables.

Other Responsibilities Include:

Staffing and Employee Management

- Ensure adequate staffing on each day of work.
- Train and manage all farm based employees (no events staff)

The field crew report to the Operations Manager for day to day oversight and direction.

Vegetable Farm Management

- Driving & operating tractors and farm machinery
- Coordinate machinery maintenance & repair
- Manage scheduling of and participate in irrigation and frost protection
- Bed Prep/Amending
- Keep all records (inputs, actuals, etc.) up to date and organized
- Overall maintenance of all properties including farmhouse & events spaces
- Create Annual Growing Plan

Oversee all Phases of Growing Plan

- Propagation
- Seeding & planting
- Weeding & pruning
- Cultivation
- Irrigation
- Fertilization
- Pest management
- Harvest & packing
- Post Harvest

Greenhouse Management

- In-ground unheated
- Heated Propagation
- Heated MicroGreens
- Greenhouse Maintenance: Oversee upkeep of greenhouses and tunnels, and care for plants inside

Animal Management

Oversee maintenance & care of animals as well as grow the animal production

- Bees (preferred, not required)
- Chickens
- Hogs
- Farm Pets

Sales

- Grow sales by securing new customers
- Retail Farm Store
- Farmers Market
- Wholesale/Restaurant

Certification and 3rd Party Audit Management

Maintaining our Organic, GMP and GAP certifications and our food safety plan are all part of the position duties.

USDA Certified Organic (OG)

- Training

- Documentation
- Primary Relationship Owner

USDA Good Agricultural Practices (GAP)

- Training
- Documentation
- Primary Relationship Owner

3rd Party Good Manufacturing Practices (GMP)

- Training
- Documentation
- Primary Relationship Owner

Key Metrics

Production Margin

- $(\text{COGS} + \text{Labor} / \text{Value of Total Produced Goods})$

Sales Margin

- $(\text{COGS} + \text{Labor} / \text{Value of Total Sold Goods})$

To apply, please send cover letter, resume and salary expectations to jobs@heritageprairiefarm.com