



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:** Agriculture Farm Manager Assistant (TEMPORARY) #4059  
San Joaquin County High School Apprentice Program  
Venture Academy Family of Schools  
County Operated Schools and Programs (COSP)

**SALARY PLACEMENT:** San Joaquin County High School Apprenticeship Program  
Salary Schedule

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### **SUMMARY OF POSITION:**

Under the general direction and supervision of Venture Administration and the Agriculture Teacher, assist and support with the daily operations of the farm including maintenance and new projects.

### **MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:**

Must be a high school Junior, Senior, or recent graduate. in good standing with a San Joaquin County Office of Education school or school in San Joaquin County and be eligible to enroll in the San Joaquin County High School Apprentice Program. Must be familiar with safe working practices and daily farm practices. Must be work permit eligible and meet all requirements and guidelines for High School Apprentice Program. Must agree to be dual enrolled with high school and higher education institution (Community College) working toward completion of Agriculture courses.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- assigned software
- basic sustainable agriculture practices

Ability to:

- operate a computer
- follow safe working practices
- operate tools and equipment as needed
- be flexible and receptive to change
- understand and carry out both oral and written instructions independently.
- coordinate, plan, develop, and organize the day-to-day and long-term services and operation of the assigned program
- analyze and interpret numerical data and written information
- maintain confidential information
- install, repair, and maintain facilities specific to farming and agriculture operations

Possess:

- a strong work ethic and interactive communication skills

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Perform repairs to equipment as needed.

2. Establish and maintain ongoing cooperative and collaborative relationships with school district staff, teachers, students, and members of the public.
3. Maintain professional standards of conduct.
4. Participate in safety meetings and trainings.
5. Perform safe working practices at all times while following employers' safety rules and other industry standards.
6. Perform all work within the goals, mission, and vision of the employer.
7. Operate machinery, equipment, and other necessary tools safely and efficiently.
8. Perform maintenance and improve areas that may contain plants, shrubs, or trees.
9. Manage daily operations, including watering, checking irrigation, and weeding.
10. Identify plant soil nutrient deficiencies and make amendments as needed.
11. Maintain fencing on the property and replace and repair as needed.
12. Connect with agriculture industry experts to align with current industry practices.
13. Maintain proper compost piles and organization system.
14. Work with community partners to ensure that composting is up to industry standards.
15. Care for livestock and animals as needed, including feeding, cleaning, and health checks.
16. Repair compost bins and storage areas as needed
17. Care for compost equipment and provide regular maintenance.
18. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 50 pounds to waist height.
7. Safely use hand tools and a variety of power equipment and machinery on a regular basis.

**WORK ENVIRONMENT:**

Employees in this position will be required to work outdoors in a farm and garden site with a variety of agricultural related components; and will come into direct contact and SJCOE staff, district office staff, students, and the public.