

## Request for Services: School Farm Manager

Oxnard Union High School District  
Nutrition Services  
309 South K Street  
Oxnard, CA 93030  
805 385-5749

Job type: Independent Contractor

Service Contract Period: 20-month contract

### Organization Description:

Oxnard Union High School District (OUHSD) operates 8 schools with 16,500 students currently enrolled. Over the last three years the Nutrition Services Division has worked to implement a Farm to School program emphasizing local fresh produce procurement, school garden development and the creation of Student Nutrition Advisory Councils at each school site. Farm to School is defined as a program that connects students and local farms with the objectives of serving healthy meals in school cafeterias; improving student nutrition; providing agriculture, health and nutrition education opportunities; and supporting local and regional farmers.

### Description of Services:

The OUHSD Farm to School Program seeks the services of a School Farm Manager to manage school farms or gardens and coordinate and provide garden-based education district-wide. By working collaboratively with the Farm to School Team, this grant-funded contract position will work with teachers to incorporate NGSS (Next Generation Science Standards) into garden-based lessons and projects to supplement existing curriculum in all subjects, grades 9-12.

The School Farm Manager will support all of the Farm to School Team's goals and activities; including providing in-classroom education, assemblies, special events, special projects, guest lectures, cooking demonstrations, parent workshops and staff training. The Farm Manager will also be responsible for managing the growth and distribution of produce for the school cafeterias. The work will begin September 1, 2018 and end April 30, 2020 with the possibility of extension depending on funding availability.

### Duties & Responsibilities

#### ESSENTIAL DUTIES:

Under the direction of the OUHSD Director of Nutrition Services and in collaboration with the Farm to School Team, the School Farm Manager will plan, coordinate and monitor garden-based education activities for students and staff.

*School Farm and Garden Management: 50%*

Work with the Farm to School team to design, build, plant and maintain fruit and vegetable gardens:

- Maintain the school gardens by coordinating assistance from students, parents, community volunteers, including planting, weeding, watering and harvesting as required
- Manage all garden-related infrastructure and equipment, including garden beds, pathways, watering devices, and gardening tools
- Coordinate garden development at district schools, including the distribution of garden resources, garden design, planning and volunteer workdays
- Coordinate planting and harvesting of produce based on the need of school site cafeterias and garden-based curriculum
- Develop planting and harvest calendars for cafeteria managers to coordinate procurement
- Maintain proper records for planting, harvest and delivery of produce
- Work with cafeteria managers and staff on proper, safe use of fruits and vegetables harvested from the garden and provide continued safety training as required
- Implement a food safety protocol and provide safety training for students, faculty and volunteers
- Ensure requirements outlined in Specialty Crop Block Grant are addressed and met within timeframe provided

*Garden Education: 50%*

- Develop instructional materials according to established procedures and regulations
- Visit school sites monthly to teach garden and agricultural education; working with teachers to create lessons and projects that expand classroom material into the garden in all subjects
- Support the district-wide promotional campaign for the Harvest of the Month Program, which highlights a new seasonal and locally grown fruit or vegetable each month.

- Work with students in the school gardens on a regular basis and coordinate garden events
- Work with Student Nutrition Advisory Councils and Farm to School Team to maintain student involvement in all Farm to School program activities and provide leadership development opportunities for students, including but not limited to schoolwide events, campaigns and community service activities.
- Conduct training for teachers on how to integrate standards-aligned nutrition and garden-based education into the classroom.
- Serve as a resource to parents, community members, and district personnel in establishing and maintaining productive gardens; coordinate, schedule and conduct informative meetings, training sessions, workshops, conferences and special events.
- Provide technical resource for the creation and preparation of videos, social media, and website posts, newsletters, fliers, pamphlets and other informative materials concerning Farm to School programs, policies and procedures; distribute materials as appropriate.
- Prepare and maintain a variety of records and reports related to assigned activities; assist with survey distribution and data analysis to comply with grant reporting requirements.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Health and Safety Regulations  
 Healthy Hunger Free Kids Act  
 Farm to table produce safety policies  
 Garden management/maintenance  
 Organic farming and composting methods  
 Pest management  
 Hydroponic or aquaponic growing methods

Operation of a computer and assigned software  
 Record-keeping and report preparation techniques  
 Oral and written communication skills  
 Correct English usage, grammar, spelling, punctuation and vocabulary  
 Applicable laws, rules and regulations related to assigned activities  
 Interpersonal skills using tact, patience and courtesy  
 Health and safety regulations  
 Principles of training and providing work direction  
 Modern office practices, procedures and equipment

##### ABILITY TO:

Plan, coordinate and monitor garden education activities  
Coordinate communications and serve as a technical resource concerning garden-based education  
Speak to large groups of students and manage outdoor classrooms  
Operate a computer and assigned software  
Maintain records and prepare reports  
Communicate effectively both orally and in writing  
Establish and maintain cooperative and effective working relations with others  
Prepare and deliver oral presentations  
Plan and organize work schedule  
Meet schedules and time lines.  
Work independently with little direction  
Observe health and safety regulations  
Maintain regular and consistent attendance

**Physical Demands Work Conditions:**

The Garden Education Specialist requires the ability to see for purposes of performing essential job duties, reading directions, recipes, menus, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate office and kitchen equipment with dexterity; and occasionally lift/carry equipment and supplies weighing up to 25 pounds.

**WORK YEAR CALENDAR:**

September 1, 2018 – June 30, 2019

August 1, 2019 – June 30, 2020

**EDUCATION AND EXPERIENCE:** Any combination equivalent to provide sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through a Bachelor's degree in Environmental Science, Agriculture, or a related field and work experience in a similar position.

**LICENSE:**

Food Safety Manager Certification (ServSafe Certificate or its equivalent) – within first 3 months from start of contract agreement

Valid California Class C Driver's License; use of private automobile

Certificate of liability insurance

Automobile insurance

Contract Fee: \$4,500/month.

**To Apply:**

Please submit letter of interest, resume and three letters of reference no later than Friday, August 15, 2018 to:

Oxnard Union High School District  
Attn: Stephanie Gillenberg, Director Nutrition Services  
309 South K Street  
Oxnard, CA 93030  
Or  
Email to: [stephanie.gillenberg@oxnardunion.org](mailto:stephanie.gillenberg@oxnardunion.org)