**Position Description**

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| **Position**  | **Kitchen Garden Program Manager** |
| **Reports to**  | Chief Operating Officer  |
| **Location** | Baguley family farm, Clarinda, Victoria  |
| **Hours**  | Full-time, permanent position  |
| **Date** | July, 2021 |

**Position Objective**

To manage FareShare’s three kitchen gardens which grow high-yield vegetable crops to supplement rescued and donated ingredients for FareShare’s Abbotsford kitchen. This skilled position oversees daily operations and supervises staff and volunteers to plant, maintain, and harvest seasonal vegetable crops.

**Key Responsibilities**

* Plan, schedule, and manage vegetable production at all three FareShare kitchen gardens.
* Apply technical knowledge and skills to seed propagation, water application, soil nutrition and quality, seasonal planting and harvesting schedules, weed and pest management, waste management and composting.
* Supervise and manage volunteers and staff to plant, water, and harvest crops, and assist with weeding, watering, composting, and other maintenance tasks as required.
* Liaise with the Kitchen Manager on selecting crops for use in the kitchen.
* Ensure strict adherence to Occupational Health and Safety guidelines by all staff, volunteers, contractors and visitors on site.
* Develop and maintain accurate production records.
* Prepare budgets to track and account for all garden expenses.
* Develop and periodically review key documents and manuals relating to the management of FareShare’s kitchen gardens.
* Develop and maintain positive relationships with key stakeholders that support the organisation.

**Reporting and Managing**

* The position reports to the Chief Operating Officer and works closely with the kitchen manager, logistics manager and Community team, as well as the landowner at our main growing site.

**Key Selection Criteria**

***Essential***

* Formal qualifications and/or extensive experience in horticulture including the management of large-scale vegetable growing operations.
* Demonstrated ability to supervise and manage diverse teams of people with different backgrounds and abilities.
* Excellent communication skills, including the ability to resolve conflict.
* Team management and building skills.
* Current Victorian driver’s licence.

***Desirable***

* Forklift licence (or the willingness to acquire one).
* Current first aid certificate (or the willingness to acquire one).
* Experience working with volunteers and/or for not-for-profit organisations.
* Strong computer skills, including knowledge of Microsoft Office
* Experience in preparing and managing budgets.

Full-time (38 hours Monday – Friday)