

<b>Job title</b>	<b>Agriculture Assistant (Student Co-Op)</b>
<b>Reports to</b>	Farm Manager
<b>Direct Reports</b>	N/A
<b>Over-time Exempt</b>	No
<b>Employee Level</b>	1
<b>Location</b>	Onsite (plant/farm)

### About the Company

At St Francis Herb Farm, our Certified Organic Farm adheres to strict organic principles to cultivate the highest quality herbs for use in our Plant Medicine production. We work hand in glove with nature to understand, nurture, and extract the healing compounds to be found in the plant world. We are multigenerational herbal artisans who have spent 35+ years researching and cultivating our knowledge and trade.

Manufactured in Canada's largest dedicated plant medicine facility, our herbal products can be found on store shelves and in Naturopathic Doctors' offices across Canada and beyond. We craft liquid and powdered extracts, creams, salves, and syrups to help Canadians on their wellness journey.

For more information, visit our website at [stfrancisherbfarm.com](http://stfrancisherbfarm.com)

### Job Purpose

The Agriculture Assistant works under the direction of the Farm Manager to execute farm and herb processing activities safely and efficiently adhering to our Good Agriculture and Collection Practices and Organic Principles. The Agriculture Assistant play key roles in growing, planting, harvesting, curating, and packaging herbs for use in our production facility.

The Agriculture Assistant has the opportunity to cross train in our Production Facility and Distribution Centre to broaden their skill base and understanding of our vision and quality control, or to create a year-round role for the right candidate.

### Duties and Responsibilities

- Communicating with, and following directions from the Farm Manager to understand objectives and workflow
- Greenhouse labour: soil mixing, moving flats, seeding, spot watering, planting, monitoring,
- Irrigation installation: moving lines, setting up/tearing down
- Selective Harvesting: roots, aerial parts, whole plants and flowers
- On-Farm Processing: washing roots & whole plants, inspecting herbs, loading drier, monitoring, testing herbs, packaging & labelling herbs

- Field and Garden work: hand weeding, using hand tools, seeding cover crops, planting
- Yardwork: using hand tools, raking, shoveling,
- Work bees: participating in farm projects
- Perform laborious and dexterous farm and greenhouse activities: soil preparation and plug tray prep, seeding, taking cuttings, labelling, spot watering; record keeping: dates, temps, germination times and rates, moving flats, prepping for planting, planting (with waterwheel planter and by hand); weeding (by hand and with hand implements); harvesting of herbs and seeds; harvesting quantities of herbs, curating herbs, transferring herbs to drier, packaging herbs; moving hosing & irrigation equipment;
- Other duties as required.

### Education & Experience Required

To qualify for this position, candidate must be:

- Enrolled as a full-time or part-time student at a post-secondary education institution, in a **co-op or WIL (Work Integrated Learning)** program.
- A Canadian citizen, permanent resident, or persons to whom refugee protection has been conferred.

We encourage the following underrepresented groups to self-identify:

- Women in STEM (science, technology, engineering, and mathematics)
- Visible minorities, Indigenous students, Persons with disabilities
- Newcomers

- Basic level Microsoft Office suite competency to complete data entry, online training, and enter timecard, required.
- Basic level math skills, required.
- Fluent in English (verbal and written proficiency), required.
- Must be willing to adhere to St Francis Herb Farm health and safety standards, policies, and procedures.
- Must wear appropriate uniform and PPE, as required, such as CSA approved safety boots, work gloves, eye protection, particulate mask and hearing protection.
- Ability to read, comprehend, and follow instructions and apply information provided in SOPs, GMPs, policies, and other documentation, required.

### Competencies

- Experience with farm work, gardening, greenhouse labour, harvesting, an asset.
- Ability to identify regional plants, weeds and St Francis Herb Farm production herbs an asset
- Seasoned to work in outdoor conditions, including extreme conditions and bug season
- Ability to work independently and in a team setting.
- Adaptable and flexible, yet diligent with workflow, new priorities or opportunities, and action plans.

- Willing to broaden understanding of organic practices, our production herb crops, native and problem weeds.
- Holds the Values of St Francis Herb Farm.
- Attention to detail: striving to produce the highest quality organic herbs, from seed to shelf.
- An interest in learning about natural health and the power of plant medicine.

### Working conditions

- Work schedule will vary up to 40 hours per week, based on the needs of the business, weather conditions, and may include early morning, evening or weekend shifts.
- Core operating hours are Monday to Friday 7:30 a.m. 4:00 pm.
- Must be available on-site at 50 Lane Street, Barry's Bay ON

### Physical requirements

- Working in extreme weather conditions and exposure to the elements.
- Ability to physically inspect company products, equipment, and property.
- Specific vision requires include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to lift, push or pull up to 20 kg using safe lifting techniques.
- Manual dexterity to use farm equipment and tools.
- Ability to work in a loud environment with approved hearing protection.

### What we offer

- Practical experience in a manufacturing, agriculture, and bioeconomy environment.
- Mentorship and professional development
- Product discounts
- Social activities

### Application Information

St. Francis Herb Farm is happy to provide employment accommodations during the recruitment process. Should you require an accommodation, we will work with you to meet your accessibility needs.

Inquiries can be directed to:

Email: [jobs@stfrancisherbfarm.com](mailto:jobs@stfrancisherbfarm.com)

Phone: 343-804-5999

To apply, please email [jobs@stfrancisherbfarm.com](mailto:jobs@stfrancisherbfarm.com) referencing **Agriculture Assistant (Student Co-Op)** in the email subject line.