



<b>Job Title</b>	<b>Agriculture Assistant</b>
<b>Reports to</b>	Farm Manager
<b>Direct Reports</b>	No
<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 collaborates with the Farm Manager to ensure the oversight of farming activities, staff and workflow throughout the growing and harvest season.

The Agriculture Assistant plays an intricate role in the implementation, development, revision and review of Farm Standard Operating Procedures (SOPs). They work hand in hand with the Farm Manager providing essential and communicative record keeping, adherence to Good Agriculture and Collection Practices, Organic Reporting and Record Keeping, Quality Control and collective monitoring and inspection of On-Farm Processing, to ensure the highest quality herbs are produced, packaged and transported.

### Duties and Responsibilities

- Work with Farm Manager, Farm Hands, Equipment Operators to communicate, execute, monitor, and record farm activities, harvests, and operations when necessary.
- Provide supervision, training, management, record keeping and organization of Farm activities in the absence or in cooperation with the Farm Manager.
- Assist in developing, revising, reviewing and implementing SOPs (and training modules) to ensure compliance in GACP and On-Farm Processing, Organic Certifications, and safe operations of Farm staff and visitors.
- Plays an intricate role in written and digital record keeping for On-farm Processing and Organic Certification Records: sanitation, pest control, storage and

- production records, Input Substance Summary, Commercial Plant and Seed Searches, transportation, drier monitoring, herb moisture loss testing, field notes and General Maintenance, Preventative Maintenance, all filing with Pro-cert,
- support workflow and record keeping through delegation, collaboration or hands-on tasking for On-farm Processing and Organic Certification Records: sanitation, pest control, transportation, drier monitoring, herb moisture loss testing, traceability.
  - Supports integration of Farm Herbs into St Francis Production
  - Plays a supportive role in Supervision of harvests, training harvesters for proper plant identification and proper GACP; sorting harvests for quality, removal of foreign materials, verifying plant species, record keeping, Pro-cert Certifications, monitoring all aspects of on-farm processing when necessary.
  - On-site management and utilization of timers, sensors, thermostats, Wi-Fi and web apps, to monitor & control the greenhouse, drying unit, irrigation, etc. to minimize labour, support supervision/temperature control of greenhouse and drying unit and to obtain alerts for risk management of greenhouse crops and harvests.
  - Gain an oversight of farm operations through supporting processes, record keeping, and compliance to St Francis Herb Farm organic standards.
  - Willing to learn to identify herbs we use at St Francis Herb Farm for Plant Medicine, and learn the nature of germination, transplanting, harvest and drying times, techniques, plant parts used.
  - Leading specific projects or initiatives
  - Communicating with, and following directions from the Farm Manager and Agriculture Assistant 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 will be assigned as required.

### **Education & Experience Required**

- Highschool Diploma, GED or equivalent, required.
- Valid Class G driver's license.

- Competency in plant identification: native, invasive, and cultivated species.
- Experience and knowledge of Organic Principles an asset.
- Computer literacy, including effective working skills of Microsoft Dynamics 365 and Microsoft Office Suite including Word, Excel, Teams, Outlook.

### **Competencies**

- Attention to detail; diligent in reporting and record keeping
- Willing to learn and execute Farm activities in accordance with Good Agriculture and Collection Practices (GACP)
- Leadership: ability to share information and GACP processes to Farm Hands and Staff
- Excellent planning and problem-solving skills, able to create realistic schedules and meet deadlines under stress and interruptions.
- Ability to assign and delegate work, problem solve, answer questions, and evaluate results of performance.
- Interact with employees, management, and the public at large.

### **Working Conditions**

- Work schedule will vary up to 32 hrs per week based on the needs of the business and may include evening or weekend shifts.
- Core Company Operating Hours are Monday to Friday from 7:30 am to 4 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.

### **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 reference the Job Title(s) you are applying for and submit your cover letter and resume by 4 pm on April 26 to: [jobs@stfrancisherbfarm.com](mailto:jobs@stfrancisherbfarm.com)