



**Position Title:** Farm Operations Assistant

**Reports To:** Farm Manager

**FLSA Status:** Non-exempt, Permanent, Part-time

**Category:** Non-resident Employee

**SUMMARY:** Assist Farm Manager and other care farm staff with daily feed, water and care of the animals under Sanctuary One's care. Help with all farm repairs, fencing, grounds maintenance, improvements and daily operations. Professional and result oriented.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform daily animal feeding and movement operations ("chores")—both morning turn-out and evening turn-in
- Perform and/or assist with other animal-care duties as needed: administration of medications, grooming, wound care, etc.
- Observe animals for signs of sickness or injury
- Maintain accurate documentation of care provided to animals, where required
- Clean and sanitize animals feeding and living areas; this will include mucking pasture/stable areas and tending to bedding and water in all animal habitats
- Repair and maintain farm vehicles, implements, and mechanical equipment.
- Maintain and repair farm buildings, fences, machinery, troughs, and other equipment and structures.
- Set up and operate irrigation equipment.
- Perform office functions: phone answering, response to e-mail inquiries, greeting and guidance of volunteers and interns
- Attend meetings and participate as requested
- Assist with public tours, school groups, and service-learning groups as needed
- Maintain competency in all position responsibilities; participate in continuing education
- Comply with all safety and work rules, policies, and procedures
- Other duties as assigned

**COMMUNICATION AND PROFESSIONALISM**

- Work as a team player at all levels and support the Board of Directors and staff
- Display excellent interpersonal and customer-service skills
- Interact in a kind, compassionate, and professional manner, in keeping with the mission of Sanctuary One
- Exhibit a high degree of diplomacy in dealing with individuals over the phone or in person.
- Communicate effectively with fellow employees, Board members, visitors, donors, volunteers, and vendors
- Maintain confidentiality and security.

**REQUIRED KNOWLEDGE, SKILL AND ABILITY**

- Ability to work in a team environment in farm operations
- Ability to move safely around with animals



- Experience operating and maintaining farm equipment and tools
- Experience with fencing, water lines, irrigation
- Ability to speak, read, and write legibly; follow verbal or written instructions; and perform basic math
- Must be flexible, dependable, and responsive
- Ability to plan, organize, and prioritize
- Must be able to work independently and show initiative
- Ability to perform physical labor in all kinds of weather condition
- Proactive, positive, Can-do attitude
- Able to bend, stoop and lift up to 50 pounds on a regular basis and move up to 110 pounds on a regular basis (hay) safely
- Ability to discern an animal emergency and how to get help
- Understanding and compliance with all safety protocol
- Ability to discern what you do not know, when to ask questions and who to ask
- Ability to operate animal trailer and truck and load/haul animals safely to vet if needed

#### **EDUCATION, EXPERIENCE AND LICENSURE**

- High school diploma required
- 1 year of equivalent employment experience
- Prior experience with farm animals and equipment preferred
- Must possess valid driver's license and have proof of current Oregon auto insurance
- All employees are subject to criminal background check.

**NOTE:** This description incorporates the most typical duties performed. It is recognized that other related duties not specifically mentioned may also be performed. The inclusion of those duties would not alter the overall evaluation of this occupation.