

## Edwin C. Remick Foundation Remick Museum & Farm Job Description

**Job Title:** Weekend Farm Assistant

**Reports to:** Farm Manager

**Status:** Year-Round, Part-time

**Supervises:** n/a



**Position Overview:** The Weekend Farm Assistant participates in all aspects of farm operations at the Remick Country Doctor Museum and Farm. This includes, but is not limited to, animal care for a variety of livestock, milking duties for a small dairy operation, some grounds keeping and maintenance duties, as well as seasonal work including, but not limited to, firewood production, hay making and storage, and snow removal.

### Primary Responsibilities:

- Participate in animal care and husbandry: dairy and beef cattle, goats, sheep, chickens, pigs, and/or horses.
- Assist with building and grounds maintenance in order to provide a clean, safe, and orderly environment for staff, visitors, and animals.
- Assist with maintenance and repair of farm equipment, tools, and/or motor vehicles.
- Assist with seasonal tasks including, but not limited to, firewood production, maple syrup production, haying, snow removal, etc.
- Assist with basic carpentry projects.

### Secondary Responsibilities:

- Operate historic vehicles such as sleighs, wagons, and/or carriages and interact with museum visitors.
- Participate in farm education programs as requested.
- Support Remick's mission and customer service philosophy.

*This description is not intended to be a complete list of all responsibilities, duties, skills, requirements, or working conditions associated with the job. While it is intended to be an accurate reflection of key responsibilities of the job as it is at present, management reserves the right to revise the job or require that other or different tasks be performed as assigned. This job description may be reviewed by management at any time to ensure that it relates to the job currently being performed, or to incorporate changes. Management reserves the right to change a job description; and if/when doing so will discuss with the employee(s) affected so that any changes are understood by employee(s).*

### Qualifications: Knowledge, Experience, and Skills:

- Able to operate a tractors and other farm equipment: both manual and automatic transmission.
- Experience with large animals: dairy and beef cattle, goats, sheep, chickens, pigs, and/or mini horse.

### Equipment Operated:

- Museum Vehicles: dump truck, plow, hay truck, tractors, etc. – automatic & manual transmissions.
- General Farm Equipment: manure spreader, hay rake, bush hog, etc.
- Wood Cutting Equipment: chainsaw, wood splitter, etc.
- Hand Tools: manual, electric, gas powered, etc.

### Interpersonal Skills:

- Reliable, dependable, and punctual.
- Self-starter with good initiative and able to work independently.
- Possesses effective organizational skills, is attentive to detail and managing multiple deadlines.

- Able to communicate skillfully with a wide range of people from different cultural and social backgrounds, varying ages, language skills, and physical abilities.
- Flexible, adaptable, and positive.

**Physical Requirements and Work Environment:**

- Perform physical activities in a variety of environmental conditions that require moderate to maximum strength including climbing, lifting, balancing, bending, kneeling, walking, and handling of materials weighing up to 50 pounds.
- Transport bulk materials.
- Comfortable working on your feet for long periods of time. Must wear closed-toe shoes at all times.
- Operate a variety of equipment and tools, including manual, electric or gas-powered tools.

*The physical demands outlined are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work requires strenuous activity and there can be significant repetitive or strenuous motion necessary to accomplish certain tasks. This work is conducted outdoors most of the time and therefore there is likelihood of frequent exposure to hot and/or humid or cold or wet conditions. The noise level in the workplace ranges from quiet to loud.*

**Additional Requirements:**

- Flexibility in work hours and days off is required. Occasional evening work may be required.
- Must be able to drive self to offsite events and locations. Current valid driver’s license is required.

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**Approvals:**

I have read and understood this job description.

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Employee Signature/Date

Employee Name

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Supervisor Signature/Date

Supervisor Name

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.*