



PEMBERTON HAVEN LTD. - PEMBERTON HAVEN FARMS

Job Description - Farm Manager

PEMBERTON HAVEN FARMS

Founded in 2014, Pemcap is a locally owned and managed agricultural and financing company based in Pemberton, British Columbia. Nestled amongst some of the most established and reputable farms in the Pemberton Meadows, our operations span over 60 acres of previously dormant land. Lead by our Managing Partner, Mark Schroeder, Pemberton Haven Farms was established and began the re-introduction of sustainable farming practices to our land, and our fields are being brought back into a productive capacity. More information on the website: <https://pembertonhaven.ca/>

Pemberton Haven Farms is looking for a dedicated, ambitious and skilled Farm Manager to lead all growing operations to achieve its revenue goal of \$500,000 for the 2021 season. We are looking for someone who is passionate about community-based regenerative agriculture, advancing the local food system and has extensive experience in land-based agriculture production. We are also looking for a farm manager who has good farm business acumen as Pemberton Haven Farms is committed to becoming a significant local food producer supplying to high-end restaurants and grocery stores across the region.

POSITION DESCRIPTION

Salary Range: \$50,000 to \$62,000, with a bonus structure at the end of season for successful execution of the operation plan

Hours: 40 hours per week on average, but hours may increase during height of the season and may have to work some weekends

Location: The candidate will live in Pemberton/Whistler/Surrounding areas as the Manager will be required to be on site 5-6 days/week

Type of Position: Contract position for 8-10 months, with the possibility of renewal dependent upon performance

Contract Start date: March 1, 2021

Supervisor: Jennifer Janssens, Vice President

Eligibility: Can legally work in Canada



We are looking for a Farm Manager who will be responsible and accountable for successfully executing the Growing Plan. The successful candidate will hire 2 full-time seasonal farm staff. The farm is fully equipped with 4-season growing facilities, processing building, refrigeration, tools, equipment and machinery.

DUTIES AND RESPONSIBILITIES

Farm Operations

- Provide frequent communication with Pemberton Haven Farms management team on the progress and status of Growing Plan execution
- Maintain clear and accurate production records including inputs, seeding, planting, yields, harvesting, marketing, and crop rotation
- Record keeping necessary for the Transitional Organic Certification process
- Manage/ oversee all crop production operations (crop planning, field layout, seeding, tending to the crops, harvesting, post-harvest handling)
- Manage the overall farm operations (farm plan, farm work schedule, equipment maintenance, site and infrastructure maintenance)
- Communicate with the Pemberton Haven Farms management of farm needs
- Handle procurement needs of the farm
- Ensure that produce grown is of the highest quality; ensure that all produce meet food safety, packaging and quality standards
- Ensure that crop plan is executed per the plan to fulfil and achieve the \$500,000 marketing plan
- Assist the management team with fostering buyer relationships as needed

Staff Management

- Recruit and hire 2 farm staff for the growing season
- Provide orientation to staff regarding the farm site, growing plan, safety regulations and work place expectations and standards etc.
- Develop a work plan and schedule of tasks for all farm staff
- Provide direction, instruction and guidance on completing all farm tasks
- Evaluate staff performance and ensure that tasks are completed to standard



QUALIFICATIONS

Pemberton Haven Farms is looking for an experienced farmer who will take responsibility and be a team player that is:

- Strong in farming experience (minimum 10 years with an exception for extraordinary candidates)
- Hardworking and dedicated to their responsibilities
- A strong and clear communicator
- Driven and ambitious
- Highly motivated to achieve the 2021 Pemberton Haven Growing Plan
- Has strong organizational skills
- Experienced in managing and delegating farm staff
- Has ability to work in the fields in all weather
- A team player and can be hands-on with farm tasks when needed
- Efficient in MS Office and Excel
- Understanding of Pemberton Haven Farms' brand and values
- Has class 5 driver's license and is competent at operating large vehicles and machinery
- Familiar with the local food and farming scene and the food business industry

To apply for this position, please submit your cover letter, resume, and three professional references to Caroline Chiu- Projects Manager, Kwantlen Polytechnic University, Institute for Sustainable Food Systems at caroline.chiu@kpu.ca

Application deadline is Friday November 27, 2020

Only shortlisted candidates will be contacted for an interview.

Note: The Institute for Sustainable Food Systems at Kwantlen Polytechnic University (KPU) is contracted by Pemberton Haven Farms to lead this recruitment process. This hired position will not be affiliated with KPU.