



## **Gardens and Buildings Maintenance Coordinator**

We are seeking a full-time employee to join the dynamic team at the Greater Lansing Food Bank (GLFB), focusing on agricultural programs in the spring, summer and fall; shifting focus to supporting our warehouse operations in the winter. From April through mid-November the **Gardens and Buildings Maintenance Coordinator** will build, maintain and repair tools and components of community gardens in our network and our farm space in Mason. Daily tasks could include fixing sheds, using the tractor to rototill and cultivate gardens, mow common spaces at gardens, or repair/install fencing. From mid-November through March, the position will assist in our food warehouse with building repairs and maintenance, stocking and food sorting, and riding along for food pick-ups, as needed. While the position will primarily support our Lansing Roots and Garden Project programs - small-scale farm business incubator, over 130 community gardens and 450 home gardeners - flexibility will be key to occasionally help out with other needs of the organization. During the growing season, this position will often work independently on team goals with little immediate, day-to-day supervision. *The ability to maintain a strong work ethic and build trust is crucial to this position's success.* All responsibilities shall be consistent with GLFB's vision and mission. Below reflects many of the typical duties, but is by no means exhaustive of this new role at the GLFB.

### **Typical Duties: Growing Season**

- Rototill and cultivate 20-30 community gardens including some farm space with a 45hp tractor/attachments or a large walk-behind rototiller, as appropriate
  - Will include coordinating our shared tractor use and subcontracting others as needed
- Fix, repair and maintain a small pool of push mowers, weedwhips, rototillers and other small engine equipment
- Fix, repair and build sheds, fencing, gates, and other components of a community garden or farm
- Mow and weedwhip multiple community gardens and demonstration areas
- Assist with soil amendments, cover cropping and some general upkeep of community gardens
- Work with and alongside volunteers, interns or staff to accomplish tasks, as needed
- Other duties, as assigned, to support the Garden Project, Lansing Roots Farm, or GLFB warehouse

### **Winter Season: Primary Location - Warehouse**

- Sort produce, freezer, and cooler foods
- Ride along on food pickups and deliveries
- Various maintenance and building repairs

### **Qualifications:**

- Good general or technical knowledge of gardening or farming
- Significant tractor experience and use
- Small engine use and repair
- Excellent communication skills, well organized, finishes projects started with or without supervision
- Carpentry and building maintenance
- Organized and efficient with time and schedule
- Basic computer skills a plus
- Interest in working with all types of people, including low-income and historically under-served populations
- Interest in building a healthier food system and community development
- Ability to negotiate conflict and maintain constructive working relationships with gardeners, volunteers and staff
- Completely trustworthy, with the ability to work independently with adequate guidance
- Willingness to learn new things and problem-solve creatively
- Valid driver's license, ability to get chauffeur's license w/medical card (reimbursable), and reliable transportation
- Ability to lift up to 50+ pounds, bend, squat, kneel or stand for longer periods of time, ability to work outside over the course of three seasons, in various climatic conditions
- Flexibility in schedule, with some evening and weekend obligations occasionally expected

### **Compensation**

This is an hourly full-time position in the \$11.50-\$14.00/hr range, based on experience. Overtime should not be expected and will be rare. Benefits include health, dental and vision insurance, as well as paid holidays, sick leave and vacation. Employer matched retirement through SEP is available after 3 years.

### **How to Apply**

Please send cover letter and resume to [gardenproject@glfoodbank.org](mailto:gardenproject@glfoodbank.org) with Gardens and Buildings Maintenance Coordinator in the subject line. Preference for .pdf files. In-person drop off is also permitted at 919 Filley St., Lansing, M-F from 8:30-4:30. Pertinent questions or clarifications welcomed.

**Applications are accepted on a rolling basis, position to be filled as soon as the right candidate is identified. Start date early April.**