ALSTEDE FARMS, LLC
JOB DESCRIPTION
JOB TITLE: FARM PRODUCTION MANAGER

PRIMARY RESPONSIBILITIES:

• Manage all aspects of Farm Production in conjunction with Farm Production Co-
  Manager
  • All Farm Production Manager duties assigned to and shared by two Farm
    Production Managers.
• Communicate with the Farm Production Co-Manager and the General Manager on a
daily basis in order to prepare and plan tasks.
  • Establish short term and long-term priorities.
  • Provide a thorough reporting of each days activities being sure to report both
    positive and negative details.
  • Be sure to promote all policies and procedures established and outlined by the
    business.
• Plan, implement, and complete daily and long term farm production tasks.
  • Utilize all production staff members to accomplish goals. Accomplish tasks
    through delegation to staff members.
  • Establish performance and productivity standards for each task delegated to a
    staff member.
  • Evaluate, review, and give feed back for each task assigned to a staff member.
  • Insure that staff members are meeting performance and productivity standards. If
    not, provide input, correction, training, and innovation to assist them in meeting
    goals.
  • Establish monitoring systems for delegated tasks to insure completeness of task.
  • Maintain good records utilizing computer skills and proficiency.
• Responsible for all crop production on the farm including fruits, vegetables, grains,
  and ornamentals. Responsible for:
  • Planning-selecting planting schedules, varieties, and quantities.
  • Planting-insuring that all plantings are completed on time.
  • Pest I.D., control, applications, and records.
  • Harvesting, inventorying, proper rotation of inventory, distribution to retail
    outlets and wholesale customers.
  • Quality control for all production.
  • Purchasing supplies necessary for production.
• Ensure adherence to company policies and guidelines for all production employees.
  • As a direct representative of the business, must always exhibit respect for all
    coworkers, supervisors, and customers.
  • Company policies and procedures, as well as directives from the GM, must never
    be negated nor criticized in front of other staff members.
• Hire, supervise, and terminate production employees as necessary to fulfill priorities established by the business and remain within the company annual budget.
  • Develop and maintain weekly production staff member schedule.
  • Responsible to develop job descriptions and training procedures.
  • Responsible to train, review, evaluate, and provide constructive input to improve performance of employees.
  • Implement pay scales in accordance with the GM.
  • Insure that staff members know who is in charge when and whom they should report to.
  • Insure that staff members who are place in roles of responsibility know who they are supervising and what tasks they are overseeing.
• Manage and oversee all greenhouse production.
  • Provide for systems that insure proper watering and disease control.
  • Responsible for heat and electric alarm monitoring. Set up a specific schedule for coverage to insure 24/7 monitoring.
  • Insure seeding and transplanting schedules are completed on time.
  • Maintain quality utilizing good cultural techniques.
  • Order greenhouse supplies as necessary.
• Manage packing house and oversee distribution of wholesale and retail orders.
  • Insure that all tailgate trucks are loaded and prepared to leave on time.
  • Insure the cleanliness of the packinghouse.
  • Provide for proper rotation of product stored and warehoused in the packinghouse.
  • Insure that daily produce is delivered to the Route 513 market by 10:00 a.m.
  • Maintain quality control of all product shipped through the packinghouse.
  • Insure that all shipping and receiving documentation is complete and turned into the office.
• Manage and oversee activities delegated to farm mechanics.
  • GM available to provide guidance for establishing project priorities.
  • Must know status of projects.
• Manage and oversee all production work crews.
  • Delegate to supervisors and foremen as needed.
• Promote good employee morale and teamwork.
• Identify and resolve problems and potential problems.
  • Communicate all issues to Co-Manager and GM; report on actions taken for resolution.
  • Utilize Co-Manager and GM as a source for information and guidance in resolving problems.
• Promote and maintain good customer relations.
• Assume role of Production Co-Manager absence.
  • Would be responsible for all aspects of the farm’s production operation.
• Assist with farm tours and special events as needed.
• Additional farm responsibilities as needed.
JOB CHARACTERISTICS:

- Full time management position
- Generally a five day work week November through March.
  - May need to work off hours for snow removal and other special or emergency tasks.
- Generally a six day work week April through October.
  - Long work days are sometimes necessary during the busy months.
    - Special tasks such as pest control applications are sometimes necessary in off hours.
- Freedom to set your own schedule with approval of GM.
  - Must insure that all regular tasks and oversights are delegated to another staff member.
  - May be called upon during off hours for information or guidance and must be available.
- Position is evaluated by the completion of tasks, the quality of the products grown, and performance within the business budget.

**Kurt W. Alstede**

General Manager,

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