**Job Title:** Crop and Shop Manager

**Summary Description:** As the Crop and Shop manager at this Organic Dairy Farm, you are responsible for all aspects of maintenance and operation of the farm’s machinery and equipment in such a way as to promote the safety and well-being of both staff and animals on the farm. You are also responsible for leadership, training, and daily assistance and direction of the cropping staff. As a team member dedicated to the profitable operation of the farm, your objectives as crop and shop manager should center around contributing to operation efficiency and growth by ensuring a constant supply of high-quality forages for our dairy herd.
 **Major Job Functions:**

**Equipment Operation and Fieldwork (Primary Function - Cropping Season)**

* Able to operate any and all equipment as required in such a way that promotes safety and efficiency.
* Understand and follow all guidelines pertaining to organic crop production.
* Oversee the operation of all equipment by all part or full-time cropping staff.
* As a member of the harvest crew, take part in all aspects of fieldwork during planting and harvest seasons.
* Inspect crops after planting to ensure proper growth/
* Operate tractors, combines, and self-propelled machinery to plow, harrow soil, or to plant, cultivate, and harvest crops.
* Oversee and participate in the inspection, grading, sorting, storage, and post-harvest treatment of crops.

**Machinery Maintenance (Winter/Off-Season)**

* Manage all maintenance and repair of the farm’s equipment and machinery, ensuring that all equipment is in working order during shop time.
* Have an operating knowledge of all equipment.
* Assist in coordinating the repair of any machinery sent out for maintenance.
* Keep organized and up-to-date records of any maintenance performed on farm machinery.
* Assist in ordering parts as needed from suppliers, and be sure that parts inventory is accurate and up-to-date at all times.
* Maintain the cleanliness and appearance of farm machinery and farm shop.
* Follow the farm’s maintenance schedule.

**Team Management and Leadership**

* Direct and assist harvest crew staff with all daily operations of the farm, including any and all routine maintenance or repairs to the farm’s facility.
* Direct, coach, and assign crop personnel to solve problems; if possible, advise over the phone.
* Strategic and operational planning of crops.
* Answer and assist with all field problem calls.
* Train, develop, and manage all crop personnel, both new hires and current employees as needed, or as promoted. Work well alongside others.
* Contribute towards operation efficiency and growth through performance of job duties and other tasks as assigned, as well as direction and assistance of the cropping staff.

**Qualifications Required:**

* Prior experience with heavy machinery and dairy operations necessary.

**Knowledge, Skills, and Abilities Required:**

* Ability to think on your feet and adapt to changing situations.
* Willingness and ability to work in, and foster a team environment among cropping and other farm staff.
* Ability to work variable hours during cropping season.
* Knowledge of machinery and equipment.
* Ability to successfully complete repairs and maintenance of farm equipment.
* Experience with precision farming and GPS technology. Experience with myJohnDeere functionality preferred, but not required.

**Reports to:** CEO/Owner Cropping Division