



GROWING HOME

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PRODUCTION ASSISTANT JOB DESCRIPTION

Each year Growing Home hires 50+ individuals to work as Production Assistants (PAs) on our urban farm and participate as students in our job readiness program. The position is a 14-week, paid, on-the-job training opportunity with the goal of transitioning into permanent, full time employment throughout Chicagoland.

PAs assist in farm production, weeding, harvesting, washing and selling organic vegetables in all weather conditions. In addition, PAs will participate in job readiness classes covering subjects such as professionalism, conflict resolution, interviewing, and resume development. PAs work towards obtaining a permanent job by the end of the 14 weeks through active participation and job search.

MINIMUM QUALIFICATIONS

- Must be at least 18 years old
- Must be currently unemployed
- Must be able to read, write, and do math at a 6th grade level or above
- Must be a Chicago resident
- Must be able to stand, bend, and work for up to 6 hrs at a time

KEY INFORMATION

- Minimum 24 hours per week
- Paid \$10.50/hour every two weeks
- On-the-job training and assistance with job placement

Growing Home considers applications from individuals who meet all of the above qualifications, as well as those who may have been previously incarcerated, have misdemeanor or felony convictions, and those who are currently on parole or probation.

ESSENTIAL JOB DUTIES

- Active participation in all job readiness and classroom activities
- Planting, weeding, watering, transplanting, and harvesting crops
- Efficiently weighing and packaging produce for purchase
- Some site-specific landscaping responsibilities
- Assistance with farmer's markets and farm stand operation
- Complete sales, stock display, and record inventory at markets
- Educate customers on Growing Home's USDA-certified organic vegetables

5814 S. Wood Street, Chicago, IL 60636, 773.434.7144

www.growinghomeinc.org

WORK SCHEDULE

WEEKDAYS

This is a typical weekday schedule. It could change based on farm need or special events.

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am
End Time	2:00 pm	3:00 pm	3:00 pm	3:00 pm	3:00 pm

WEEKENDS

You will not be expected to work each weekend. You will be given advance notice when you are scheduled to work at a weekend farmers market.

	Saturday	Sunday
Start Time	4:45 am	7:00 am
End Time	3:00 pm	4:00 pm

WORK ENVIRONMENT

Work is performed outdoors, subject to varying weather conditions, and includes bending, lifting, stooping, squatting, and standing for extended periods of time.

APPLICATION PROCESS

1. Call 773.434.7144 to schedule an application session
2. Attend scheduled application session
3. Attend scheduled interview (eligible applicants will be contacted)
4. Attend intake
5. Hiring/Enrollment

APPLICATION DEADLINES

COHORT 1

Apply: February 2017
Start Date: April 3, 2017

COHORT 2

Apply: Late April 2017
Start Date: May 29, 2017

COHORT 3

Apply: Late June 2017
Start Date: July 24, 2017

REFERRAL AGENCIES

If you are a representative of an organization or agency and would like to request an application session for 10 or more applications at your site, or if you would like more information, contact Tonika Johnson, Program Manager, at 773.434.7144 or tjohnson@growinghomeinc.org.

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