



## JOB DESCRIPTION

# Groundskeeping & Facilities Support Assistant

PESCADERO, CA

### **About Pie Ranch:**

[Pie Ranch](#) is a unique food system education center located on a diversified regenerative farm on the San Mateo Coast, about 55 miles south of San Francisco. Our home near Pescadero, CA, is in the ancestral homeland of the Quiroste Tribe, now stewarded by the [Amah Mutsun Tribal Band](#) with whom Pie Ranch partners in a variety of ways. The home site of Pie Ranch includes two parcels, 27-acres in total. These neighboring pieces of land are each shaped like a slice of pie, and also grow the ingredients to make pie. In 2018 we began leasing 418-acres to the north at Cascade Ranch where we are building up a regenerator program for new farmers and land-based businesses. Pie Ranch's vision is to support a multiracial community of growers and eaters with access to land, education, and resources necessary to bring abundance and reciprocity into our relationships with each other and the earth. Each day we work toward our mission of cultivating a healthy and just food system from seed to table through food systems education, farmer pathways, and regional partnerships.

Our ongoing partnership with [Be Present Inc](#) grounds us in our daily work of centering justice and equity in our programs, policies, structures, and communication with each other.

For more information on the organization, see <http://www.pieranch.org>

### **About the position:**

The Groundskeeping and Facilities Support Assistant helps maintain the grounds and infrastructure of the Pie Ranch facilities in both of our two locations including the groundskeeping activities like mowing, as well as the repair and maintenance of equipment, vehicles, and buildings and assures all areas are in clean, functional, and safe working order. The Grounds and Facilities Assistant reports to the Farm Support Specialist & Grounds Manager.

## **Responsibilities:**

### **Groundskeeping support**

- Support and engage in landscape and grounds maintenance of both Pie locations including mowing, weed-eating, pruning, removal of invasive species, etc.
- Help install, repair, and run irrigation systems.
- Help maintain the Amah Mutsun Native Garden.
- Help repair and maintain groundskeeping and farm tools and equipment.
- Keep work and storage areas clean and organized.
- Maintain supplies. Keep an inventory of farm and groundskeeping equipment and supplies.
- Use of various hand and power tools.
- Drive and operate the various PR vehicles.

### **Facilities Support**

- Helps maintain facilities in clean, working order.
- Help maintain and repair vehicles and equipment, performs preventative maintenance.
- Assists with installation of equipment in work areas.
- Supports maintenance of efficient parts and supply inventory.
- Helps support all facilities and maintenance projects, purchases, preventative maintenance, rebuilding and recovery, safety plan and work orders.
- Help to ensure that all work and living areas are maintained well, kept clean, and are safe to live & work at.
- Helps maintain water infrastructure and storage, changes water filters as needed, assures staff and program participants have access to clean drinking water.
- Helps organize and maintain storage areas.
- Helps with trash and recycling.
- Fills propane canisters and make sure heat lamps, stoves, etc. are in safe working order
- Assist with program infrastructure support: can include setting up for programs and events, moving tables and benches, setting up propane and electricity needs.
- Responsible for addressing facility breakdowns that can occur after work hours, weekends and holidays.
- Help Maintain, implement, and promote a safe working environment.

### **Qualifications & Requirements:**

- High School diploma or equivalent. A College Degree is desired but not required.
- At least one (1) years of grounds and/or maintenance experience
- Good work habits (cleanliness, followthrough, etc)
- Effective communication skills both oral and written.
- Ability to climb stairs and ladders.

- Good Manual Dexterity.
- Ability to work in close quarters, high places and confined spaces.
- Capable of working in varying temperatures.
- Ability to respond to after hours outages, emergencies or other situations within forty five (45) minutes.
- Strong organizational, coordination, and collaboration skills.
- Commitment to regular onsite management and occasional weekend/overtime work.
- Understanding, commitment to, and acceptance of Pie Ranch's vision, mission, values, community and communication agreements, organizational structure, decision making process, and other policies and procedures outlined in the Employee Handbook.
- Experience working with people of diverse backgrounds in a nonprofit setting.
- Interest in food sovereignty and food justice.
- Willingness to learn the [Be Present](#) model of communication and willingness to integrate the model into all forms of communication at Pie Ranch.
- Interest in Anti-Racism, Social Justice, personal health and interest in cooking and nutrition.
- Be a team player and able to work well with the leadership and management team and other members of staff.
- Some knowledge of sustainable food systems & food justice work.
- Understanding of sustainable farming or gardening.

#### **Other Requirements:**

- Work takes place in the fields, kitchen, meadow and office settings.
- This position may work occasional weekends.
- Desired proficiency with Google Apps (docs, sheets, slides) and other office software applications.
- Friendliness, approachability, and enthusiasm for working with other people.
- Understanding that work is within the rustic reality of a farm.
- Understanding the realities of working at a non-profit with ongoing funding needs and infrastructure.
- Understanding the importance that public programs and fee-for-service programs play a part in supporting school/youth visits and general operations.
- Possess a California driver's license and must maintain eligibility for company vehicle insurance.
- Spanish proficiency desired
- Criminal background required.

#### **Hours:**

This is an hourly non-exempt position located in Pescadero CA, with anticipated weekly average of 40 hours/week (hours and schedule TBD). Some weekend work may be required.

**Compensation:**

- Hourly rate of \$20-22 depending on experience.
- Six month contract of employment with possibility of becoming a FT permanent position with benefits at end of contract.
- 10 days vacation, 11 Holidays, 5 days sick (per year).
- Due to the temporary nature of this position, it does not currently qualify for benefits.
- Participation in our 403(b) retirement plan.

**Start Date:**

June 1st 2024

**How to apply:**

Please submit resume and cover letter of why you are interested in this position to [jobs@pieranch.org](mailto:jobs@pieranch.org)

***Pie Ranch is an affirmative action/equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.***