

STUDENT LABOR POSITION DESCRIPTION

Agriculture and Natural Resources

Most Recently Updated 08/07/02

Position Title: Student Manager, College Farms
Must work 15 hrs/wk.

I. Grade Level: 6

II. Description:

A. The following are the essential duties for a in the Department:

1. Plan yearly operation of College Farms, including budgets, purchases, and sales
2. Consult with advisory board when necessary regarding enterprise management plans
3. Present plans to advisory board for approval
4. Obtain approval for purchases from the Director of Farms
5. Keep records
6. Supervise the daily operation of one of the enterprises on the College Farms with oversight by the Farm Manager and Director of College Farms
7. Train student workers
8. Organize student workers
9. Supervise student workers
10. Monitor student workers to ensure that safe practices are followed
11. See that the workplace and environments are both safe and clean
12. Organize and conduct weekly labor meetings

B. The following are *possible additional* duties for this position:

- 1.
- 2.
- 3.
- 4.
- 5.
6. See that the workplace and environs are clean.

III. Learning Opportunities:

A. Develop the attributes appropriate to Grade 6 positions: an understanding of leadership in community con development of responsible autonomy; ability to transmit values and interpretations to others; confidence of self-knowl and value commitments; living the values of Berea's commitments

B. Management and supervisory skills. Ability to effectively delegate tasks to student workers to further the education of the workers as well as business of the farm

C. Training/ teaching skills

D. Labor planning and coordination with other student managers

E. Enterprise management, including taking responsibility for all aspects of operations from daily to long-terr

- F.** Setting the priorities for labor and resource allocation within their enterprise
- G.** Facility and equipment management
- H.** Making decisions regarding the short and long term operation of their enterprise
- I.** Fill in as supervisor if Farm Manager is off the premises
- J.** Fill in for other student managers when necessary
- K.** Participate in student managers' weekly meeting, assisting other managers in decision making
- L.** In concert with other managers manage the student labor force including: developing holiday work schedule and disciplining workers for absences

IV. Basic Qualifications:

- A. General:** Excellent experience solving problems and supervising students
- B. Skill:** Have learned skills by advancing through grades in department and specializing in specific s area; supervisory skills
- C. Physical:** Mobile, able to lift 25 lbs.
- D. Academic:** ANR major or minor

V. Desirable Qualifications:

- A.**
- B.**
- C.**

VI. Narrative Summary:

Student supervised the daily operation of College Farms with oversight by the Farm Manager and Director of F. Student trained, organized and supervised student workers; kept records, and planned all aspects of yearly operation c Farm enterprise.