

**POSITION DESCRIPTION**

**Department:** Swanton Pacific Ranch **Supervisor:** Grant Williams

**Job Title:** Sustainable Crop Production Intern **FLSA Status:** Non-Exempt

**Job Summary**

This internship is a student-status in-residence position at Cal Poly’s Swanton Pacific Ranch that entails educational, skills training, and work experience activities over the summer quarter. Training includes off-highway vehicle operation, tractors, implements and maintenance, working around heavy equipment, radio communication, chainsaw operation, CPR/first aid, land orientation and map reading, ranch emergency operations, and ranch hazardous materials. Crops-specific learning objectives include all aspects of organic apple orchard management occurring during this season. Work may include: 1) irrigation monitoring and management; 2) mulch and orchard floor management; 3) pest monitoring and management, and; 4) fruit production monitoring and management. Additionally, Fridays are facility cleanup days where all interns contribute to facility upkeep activities when available. Some assigned work activities in other disciplines should be expected occasionally.

**Duties and Responsibilities**

* Monitor soil moisture
* Manage drip irrigation system, including turning on/off and repair
* Maintain data, including irrigation, flow, and fruit production
* Summarizing data in tables, figures, and reports
* Maintain professionalism and courtesy
* Maintain orderly work environment
* Assure proper functioning equipment and setting – inform supervisor if additional help is needed
* Assist staff in maintaining facilities throughout Swanton Pacific Ranch
* Perform other duties assigned

**Position Requirements**

* Ability to perform complex and highly responsible duties
* Proficient computer skills including word processing and databases
* Ability to prioritize, plan, organize, and meet time lines
* Ability to establish and maintain cooperative and effective working relationship with others
* Excellent verbal and written skills and the ability to interface with all levels of staff, and our community, including students, faculty and staff, and the public
* Interpersonal skills using tact, patience, and courtesy
* Ability to maintain regular and reliable attendance

**Physical Requirements**

* Hearing and speaking to exchange information in person or on the telephone
* Dexterity of hands, fingers, and wrist to operate a computer keyboard and calculator
* Seeing to read a variety of materials
* Sitting, standing, and walking for extended period of time
* Physical agility to lift and move 50 pounds
* Physical agility to lift, carry, push, or pull objects

I acknowledge receipt of this Position Description. I understand that the nature and scope of my duties and responsibilities, as well as the Corporation’s expectations, are more comprehensive than what is incorporated in this document. Furthermore, I understand and agree that my employment with the Corporation is not for a specified term and is at the mutual consent of the Corporation and myself. Accordingly, either the Corporation or I can terminate employment relationship at-will, with or without cause or notice, at any time.

Signature of Employee Date

Signature of Supervisor Date