

Title	Classification	Salary Grade/Assignment
Shone Farm Student Assistant	Student Employee	See schedule below

HOURLY RATE Effective 4/9/19

CLASSIFICATION	STEP 1	STEP 2	STEP 3
Student Employee	\$13.00	\$13.40*	\$13.70**

Job Description:

Under direct supervision of district employees, the Shone Farm Student Assistant supports the district employees of Shone Farm by; assists in tasks to maintain and develop the garden; assists with the selling and distribution of produce and goods; assists with crop maintenance and development.

Key Duties and Responsibilities:

For Sustainable Agriculture Student Farm Assistant:

1. Assists farm employees with diverse crop production
2. Assists farm employees with direct marketing

For Garden Student Assistants

1. Assists farm employees with the growing of produce, including:
 - a. Planting
 - b. Irrigation
 - c. Weeding
 - d. Harvesting
2. Pick and pack produce

For Student Sales Assistant

1. Assists the sales employees with organizing produce for selling
2. Assists employees with deliveries
3. Provides excellent customer service
4. Assists employees with data entry and clerical work
5. Assists employees with the editing of marketing materials

Degrees Desired:

Viticulture; Wine Studies; Sustainable Agriculture; Natural Resource Management preferred.

Majors Desired:

Agriculture Business Management; Agriculture Science; Environmental Horticulture; Environmental Studies; or Natural Science preferred.

Job Targets Desired:

Agriculture; Landscaping/Grounds keeping preferred.

Minimum GPA:

2.0

Other Job Requirements:

1. Enrollment:
 - a. Must maintain enrollment in 6 units spring and fall semesters
 - b. Must maintain enrollment in 3 units for summer semester

2. Documentation:
 - a. If hired, you will need to present original documents for the I-9 verifying your identity and work eligibility
 - b. In addition, all new hires need to present an original social security card for W-4 verification.
 - c. If you are missing documentation, it will delay your start date. If you have questions about the required documents please contact the Career Hub at 707-527-4329.

**Automatically awarded – after 200 hours*

***Requires*

- *600 hours*
- *Minimum of 1 unit of Work Experience Course*
- *Successful Evaluation with recommendation for Salary Increase by supervisor*