

The University of British Columbia

STANDARD JOB DESCRIPTION

EMPLOYEE GROUP: Non-Union UBC Farm Staff
JOB TITLE: Assistant

LEVEL DEFINITION

Positions at this level perform tasks of limited complexity and engage in work of a routine nature.

TYPICAL DUTIES

May perform any duties of the lower classification, in addition to the following:

- Day-to-day crop care and harvest forecasting
- Creating draft planting plans
- Record keeping
- Assisting with data analysis
- Monitoring produce quality
- Developing sales relationships
- Fulfilling and delivering sales orders
- Creating invoices
- Organizing and running volunteer shifts
- Performing other related duties as required.

DECISION MAKING/LEVEL OF ACCOUNTABILITY

Training is provided. Works within well-defined guidelines using techniques and knowledge that are readily acquired but that require the use of some judgment. Refers most problems to the supervisor.

SUPERVISION RECEIVED

Works under supervision. Performs duties independently according to established procedures and guidelines, but receives training and detailed instructions when undertaking new activities.

SUPERVISION EXERCISED

None. May demonstrate or explain work sequences to and oversee the work of students, volunteers, or other employees engaged in simple farm tasks.

MIMNIMUM QUALIFICATIONS

High school graduation and a minimum of 1 year of related experience, or an equivalent combination of education and experience.