



## Biocultural Conservation Farm (BCCF) Equipment & Poultry Manager Job Description

The Oak Spring Garden Foundation (“OSGF”) is a 501(c)(3) private operating foundation based in Upperville, Virginia with a mission to perpetuate and share Rachel Lambert Mellon’s home, garden, estate and library to serve the public interest. The Foundation is dedicated to inspiring and facilitating scholarship and public dialogue on the history and future of plants, including the culture of gardens and landscapes and the importance of plants for human well-being. For additional information, please visit [www.osgf.org](http://www.osgf.org).

OSGF is accepting applications for a full-time Equipment & Poultry Manager to work on our Biocultural Conservation Farm (“BCCF”).

Schedule:	Full-time, permanent position – Monday through Friday (40 hours a week), with some weekend and evening hours.
Compensation:	Starting salary is dependent on experience. Paid holidays, vacation and sick days are provided, as well as optional health/vision/dental insurance and a 403(b) package.
Location:	Upperville, VA; The Oak Spring estate is located in rural northern Virginia, 15 minutes from the nearest town.
To Apply:	To be considered for this position, please email a resume, cover letter and three professional references to <a href="mailto:hr@osgf.org">hr@osgf.org</a> with the subject line <b>“BCCF Equipment &amp; Poultry Manager”</b> . We will begin reviewing applications immediately and will continue until the position is filled. Please note: applications submitted without cover letters will not be considered.

## POSITION DESCRIPTION

---

OSGF is now accepting applications for one full-time Equipment & Poultry Manager. The selected individual will be responsible for the operation and maintenance of all large and small engine machines used at the BCCF, as well as the roughly 200-layer hen flock that is rotationally grazed on pasture surrounding the BCCF Production Fields. This individual will also provide oversight for larger landscape needs within the BCCF's footprint including invasive species management, mowing/weedeating and general landscape maintenance needs.

This role requires the candidate to be a highly-organized, self-motivated and a responsible person who is excited about small-scale organic farming, growing nourishing food for the local community and being a part of a larger, dynamic operating foundation that is dedicated to connecting people with plants.

The Equipment & Poultry Manager will be expected to also participate in all other general farm operations including bed preparation, planting, weeding, harvesting, assisting in CSA pick-ups, and more. The team rotates weekend farm duties on a 6-9-week rotation depending on the time of year, as well as managing CSA pick-ups during the 24-week season from 2pm-5pm on Wednesdays, May-October. There are a few additional events including farm-to-table dinners, Open Days and a fall festival where participation is expected. All additional events where participation is expected are communicated at the beginning of the year so employees can plan accordingly.

Although the schedule can change from week-to-week, the weekly schedule typically models the following:

**Monday** – Big Harvest Day  
**Tuesday** – Field Work  
**Wednesday AM** – Team splits into smaller groups for various tasks  
**Wednesday PM** – Harvest + Field Work  
**Thursday** – Pantry Donations + Field Work  
**Friday AM** – Polytunnel Maintenance  
**Friday PM** – Harvest + Field Work

## RESPONSIBILITIES

---

- Operate the BCCF's 52HP manual tractor to complete a range of farm-related tasks such as: flail mowing cover crop, tillage, mowing grassy pastures, laying plastic and drip irrigation, scooping and distributing compost and mulch in the farmscape, unloading/moving pallets, and more.
- Operate additional tractors that are used and maintained by OSGF's Arboriculture, Conservation and Landscape team and ensure timely and professional coordination with them when the need arises.
- Maintain and/or, organize the maintenance of all BCCF equipment
- Operate and train seasonal farm crew on additional BCCF machinery including a BCS walk-behind tractor, weedeaters, leaf blowers, a riding lawnmower, and more.

- Manage the BCCF's pastured layer flock of approximately 200 hens including moving the chicken coop on a daily to weekly basis, ensuring all chicken care tasks are completed and provide oversight on the general health and vigor of the flock.
- Train and oversee a rotating seasonal farm crew member on landscape responsibilities and pastured poultry care, including daily/weekend maintenance, egg washing, packing and more.
- Communicate regularly with the BCCF Farm Director to determine what tasks need to be prioritized weekly based on equipment, landscape and poultry needs.
- Work closely with the BCCF Farm Director to determine the annual operating budget for equipment/poultry/landscape operations.
- When not working on the responsibilities specified by this role, this individual will work with the rest of the farm team with all general farm operations including: planting, weeding, harvesting, bed preparation, laying compost and mulch, and more.
- Other tasks and projects assigned by the BCCF Farm Director

## **PREFERRED QUALIFICATIONS**

---

- 2-5 years of experience working on a production farm, preferably one that utilizes organic practices.
- Experience working with heavy equipment and ideally with production-focused implements.
- Familiarity working with chickens or willingness to learn and run with it.
- Must be comfortable processing chickens for meat and culling chickens when health issues arise, being the most humane option.
- Demonstrated interest and passion for food and ecologically-focused farming.
- Ability to meet physical requirements of working outside in varied weather conditions (including extreme heat and cold) in a working farm setting.
- Excellent time-management, communication, organizational and problem-solving skills.
- Dependable and collaborative team player.
- Ability to do repetitive tasks for long periods of time (i.e. weeding, mulching, sowing).
- Ability to work quickly, efficiently and thoroughly in every assigned task.
- Ability to work independently and also as part of a team.
- Ability to exhibit safe and responsible conduct in outdoor environments.
- Ability to lift at least 50 pounds.
- Must have a Driver's License and a reliable method of transportation to and from work.
- A great attitude!

## **WORKING CONDITIONS**

---

This position works mainly on the BCCF, although occasional work elsewhere on the OSGF property will convey. The Equipment & Poultry Manager must be comfortable working both indoors and outdoors, in extreme temperatures of Virginia's ecological environment, and more.

Days can sometimes feel long, even though we keep to an 8-hour day, and the work can be strenuous. For the right individual this work is incredibly rewarding and fulfilling!

## **TO APPLY**

---

To be considered for this position, please email a resume, cover letter and three professional references to [hr@osgf.org](mailto:hr@osgf.org) with the subject line “**BCCF Equipment & Poultry Manager**”. We will begin reviewing applications on a rolling basis and will continue until the position is filled.

**Applicants are encouraged to apply early as we are seeking to fill this position as soon as possible. Please note: applications submitted without cover letters will not be considered.**

*Oak Spring Garden Foundation is an equal opportunity organization and will not allow discrimination based upon age, ancestry, disability, gender identity, national or ethnic origin, race, religious belief, sex, sexual orientation, marital status, political belief, or veteran status.*