



Edible Landscapes Independent Contractor

REPORTS TO: Fleet Farming Edible Landscapes Coordinator

REQUIREMENTS:

- The Fleet Farming Edible Landscapes - Independent Contractor must be at least 21 years old and have at least two full seasons of previous growing experience.
- The Fleet Farming Edible Landscapes - Independent Contractor must have a basic knowledge of plants with an interest in sustainable agriculture and farm management are preferred.
- The Fleet Farming Edible Landscapes - Independent Contractor should be able to arrive early the day of a build and assist the Edible Landscapes team with respect and ambition while helping to oversee the development of a project from all angles.
- The Fleet Farming Edible Landscapes - Independent Contractor must be a self-starter with the ability to work independently, or with a team in order to stay organized and efficient.
- The Fleet Farming Edible Landscapes - Independent Contractors must have their own insurance and be able to cover any injuries or damage to their own property. Fleet Farming (The program of the 501(c)3 IDEAS For Us is not liable for any injuries, theft, or damage to contractor property during or after a garden installation.)
- The Fleet Farming Edible Landscapes - Independent Contractor is an excellent communicator, easy-going and hardworking with a positive attitude and sense of humor.
- Must wear closed-toe shoes, wear sun protection, and bring a water bottle.
- Must not drive the Uhaul vehicle. Must not use an IDEAS For Us staff credit card.
- **Must submit all signed documents before employment including this agreement, Paychex Direct Deposit Form, IDEAS For Us Waiver, and W-9 form.**

SPECIFIC DUTIES:

- Help in the construction of new garden installs and DIY irrigation systems.
- Help to load on and offload compost/mulch/wood and other materials needed for the construction of the project.
- Have the ability to carry up to 20 lbs at any given time throughout a build period.
- Arrive early to ensure all items are loaded and ready for the day of the build.
- Commuting to/from headquarters to the proposed job site.
- Construct, prepare, develop, and install garden installation projects.
- Additional tasks that may arise to carry out the success of the program.
- Ensure cleanliness and maintenance of tools and equipment.

Health and Wellness Agreement:

IDEAS For Us is dedicated to protecting the health and well being of our staff. We do not permit any full time or part-time staff to come to work sick or attend any IDEAS community events if they are ill. We may ask staff to submit to a temperature check at our will and reserve the right to send any staff home w/o pay (if their sick days have been used up) and they are deemed a threat to infecting healthy staff. All staff must sign the Employee Health and Wellness Agreement within 3 business days of being hired as an employee of IDEAS For Us.

REMOTE WORKING PROTOCOL:

- If administrative work is applicable, Cameras on, mics off at all times (in the same virtual room)
- Checking in often to ensure tasks are completed in a timely manner
- Fulfilling weekly required timelines
- Answering phones, emails, texts and all other forms of communication in a timely manner.
- Tracking all hourly time in Airtable and communicating to the team right away when sick away on leave.

IN PERSON WORKING PROTOCOL:

- Masks must be worn at all times.
- Handwashing intermittently between tasks to ensure the utmost hygienic processes to prioritize the resistance of spreading COVID 19.
- Answering phones, emails, texts and all other forms of communication in a timely manner.
- Tracking all hourly time in Airtable and communicating to the team right away when sick away on leave.

Weekly meetings and follow-up of tasks are going to be more strict. Failure to complete weekly tasks will result in a write-up. A second write-up will result in termination of employment.

ACKNOWLEDGEMENT:

I have read and understood the position described above and can perform this duty.

Print Name

Signature

Date _____

Supervisor _____