IU Garden Corps, Harvest Manager  
February-May 2016  

Indiana University Office of Sustainability and Hilltop Gardens seeks a hard-working individual who is not afraid to get their hands dirty to serve as the Harvest Manager for the 2016 spring semester. The Harvest Manager will be part of a dedicated team of volunteers, known as Garden Corps, who help foster environmental and social sustainability by creating interactive, edible gardening spaces on the IU-Bloomington campus. The Harvest Manager’s primary role is to ensure the safe harvest and distribution of produce from the IU Campus Garden and Hilltop Gardens to local food service agencies located both on and off campus. The Harvest Manager will work with the IU Office of Environmental Health and Safety to ensure proper food harvesting procedures and good agricultural practices. This position will also be responsible for communicating with local food service agencies to arrange pick-up or delivery times as well as developing new partnerships with additional agencies.

Weekly duties include:

- Harvest produce
- Properly clean, sanitize and store harvesting tools and food storage containers
- Ensure safe harvesting techniques and guidelines
- Record and report safe harvesting guidelines to food safety personnel
- Weigh and record produce amounts
- Communicate with local food service agencies, including the Indiana Memorial Union Dining Services and IU Residential and Programs Services, regarding variety and availability of produce and arrange produce distribution logistics
- Attend weekly garden work-days and/or Garden Corps meetings
- Attend bi-weekly meetings with your faculty or staff mentor
- Attend bi-weekly meetings with the IU Office of Sustainability Associate Director and Hilltop Gardens Coordinator

In addition to harvesting duties, the harvest manager may work closely with the Campus Garden Manager and Hilltop Gardens Coordinator on other gardening-related tasks such as garden bed preparation, seed starting, transplanting, watering, and pest management. The harvest manager may also support other Garden Corps members as needed.

This position requires strong communication skills, ability to work independently, self-motivated, attention to detail, interest in food safety and food systems.

This position would require 8-10 hours of service per week. Although this position is unpaid, students may receive internship credit towards their degree requirements as well as gain important resume-building and networking experience. The opportunity to continue this position through the summer and fall semester may be available.

To apply, please send a resume, cover letter and one reference to:

Lea Woodard, Coordinator  
Hilltop Garden & Nature Center  
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Bloomington, IN 47408  
812-855-8808  
hilltop@indiana.edu

Applications due by: Tuesday, January 19th