

JOB DESCRIPTION

GARDEN MANAGER OF M.E.E.T. MINISTRY

POSITION QUALIFICATIONS

1. A demonstration of a personal relationship with Jesus Christ and The Three Angel's Messages as revealed in Revelation 14:6 – 12 and the living out of the principles of health reform in the life as described in the Bible and Spirit of Prophecy.
2. An understanding of the purpose and mission of M.E.E.T. Ministry in light of the Three Angel's Message.
3. A knowledge and understanding of the Biblical principles governing Christian ministries and businesses as well as administrative.
4. Must possess integrity consecration, intelligence, industry, energy and tact.
5. Must be at least 25 years of age.
6. Must be proficient in agriculture and hygienic soil preparation.
7. Must be able to instruct others and have managerial skills.
8. Must be in agreement with the doctrinal position of M.E.E.T. Ministry. (See attached sheets).

SPECIFIC AREAS OF RESPONSIBILITY

1. To manage the garden on M.E.E.T. Ministry's property including planning, planting, weeding, and harvesting.
2. To work with the Directors in developing and implementing procedures that will increase efficiency and minimize waste and interruptions with the garden program.
3. To work with the office manager in maintaining records and files of garden activities, equipment, and vendors.
4. To order parts and materials for the farming department and/or cooperate with the office staff to see that the orders are made.
5. To cooperate with the procedures established by the business and office departments regarding payments and receipt materials.
6. To attend managerial and general staff meetings.

7. To carry out the directives of the Administrative Board and the directors which are applicable to the Garden Manager's position. At various times, certain responsibilities from the administrative board may be delegated to the Garden Manager.
8. To communicate pertinent information regarding the ministry with the Directors and/or the Administrative Board.
9. To work with the various departments in developing procedures that will increase efficiency and minimize waste.
10. To maintain a clean and orderly workplace such as storage shed.
11. To work with the Co-director and Director in developing and implementing a program of community outreach using gardening.
12. To work with the Associate Director in developing and implementing a program of community outreach using gardening.
13. To ensure that the produce needs of the ministry are adequately met.
14. To follow the procedures as delineated in the procedure book for M.E.E.T. Ministry.
15. To work in other areas of the ministry as the need arises.
16. To keep ministry business, health guest information and other delicate, personal or proprietary information confidential.

WORK SCHEDULE

The Garden Manager is to work 7 hours a day Monday through Thursday in the garden program. It may be necessary at times to work longer hours for the completion of a project or deadline. Depending on the weather, growing season and other factors, the Garden Manager's work schedule may be flexible.

ACCOUNTABILITY

The Garden Manager is primarily accountable to the Director. The Garden Manager is also accountable to the Associate Director and Administrative Assistant. The Garden Manager is also accountable to the administrative assistant.