



JOB DESCRIPTION

Position: Harvest Crew Member
Department: Research
Reports to: David Van Tassel
Status: Non-Exempt
Location: Salina, KS

The Land Institute believes each employee makes a significant contribution to our success. Those contributions may be outside of regular duties. It is our expectation that each employee will offer his or her services in a courteous, cooperative and helpful manner, with a positive attitude and in the spirit of teamwork to ensure the success of our company.

Position Summary:

The Harvest Crew Member will assist with seasonal research activities such, but not limited to, harvesting and threshing of research plots. Crew members will be expected to be able to work outdoors and indoors doing manual, repetitive tasks. Crew members will also be expected to follow organizational COVID-19 guidelines. This position allows for flexible scheduling that may be dependent on weather and labor availability. This position does not have supervisory responsibilities. Applicants from Saline County are preferred and must be at least 16 years of age at the start of the position.

Qualifications:

Minimum education and experience required: none

Minimum licensure or registration required: none

Minimum knowledge, skills and abilities required:

- Ability to develop constructive and cooperative working relationships with others and maintain them over time.
- Ability to solve practical problems and deal with a variety of variables in situations where some guidance and standardization exists.
- Ability to follow instructions, including written safety warnings.
- Legible handwriting and accurate labeling are required skills.
- Ability and willingness to provide and/or diligently use provided personal health and protective equipment or supplies including drinking water, sunscreen, shade hat, insect repellent, and shoes and clothing appropriate for field work.

Physical & Mental Requirements:

The employee must have mental stability and emotional intelligence that enables the employee to meet all the requirements and qualifications of the position with or without a reasonable accommodation. See attached chart– Physical and Mental Essential Functions– for further requirements.

Essential Duties and Responsibilities:

- Assist researchers with harvest and threshing tasks.
- Be able to sit or stand for long periods of time.
- Complete manual, repetitive tasks.

The above statements are not an exhaustive list of job duties and responsibilities of this position at The Land Institute. They only reflect the general duties and responsibilities necessary to describe the principal functions of the job. Responsibilities of the position are subject to change as determined necessary.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel Requirements: Employees must be able to provide their own transportation to 2440 E Water Well Rd each day and must be willing to carpool in company vehicles to field sites and comply with seatbelt laws and COVID 19 vehicle occupancy requirements.

Understanding and Agreement:

I understand and agree to perform my job as best I can and commit to moving the mission of The Land Institute forward. I realize this written position description is designed to give me a summary of the major duties and responsibilities of my position. I may be asked to perform other position-related tasks that may not be specifically mentioned in this description.

I understand that The Land Institute is dedicated to a culture where ethical considerations are part of making decisions by all employees. This includes following federal and state laws and regulations and company policies and procedures. I know that if I become aware of any issues during my employment that seem questionable to me, I must report them so they may be reviewed and investigated.

I also understand that my position description is to be used as a guide for conduct in the employment setting and is not a contract or offer of a contract of employment terms.

I understand that The Land Institute retains, without limitation or reservation, every right, power and authority customarily exercised by management. The Land Institute is an employment-at-will agency. The Land Institute reserves the right to establish any job and to modify at any time the content of any job without obtaining agreement from or giving notice to anyone. The Land Institute further reserves the right to establish or change any employee's work schedule, benefits, wages and working conditions without notice. Nothing in this job description is to be construed as making a binding contract or promise of any kind.

Included as part of this job description is a table of physical and mental job requirements specific to the area of employment at The Land Institute.

Employee Signature	Print Employee Name	Date
--------------------	---------------------	------

Supervisor/HR Signature	Print Supervisor Name	Date
-------------------------	-----------------------	------

Copy to Employee.
Original to Employee File.

Created: 6/22/2021
Reviewed/Revised:

PHYSICAL AND MENTAL ESSENTIAL FUNCTIONS

All employees, including those who become disabled, must be able to perform the essential job function listed below, either unaided or with the assistance of a reasonable accommodation. The functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This essential functions document does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FUNCTION	Never = 0%	Rarely = 1 – 10%	Occasionally = 11 – 33%	Frequently = 34 - 66%	Continuously = 67- 100%
Knowledge					
Reading, Speaking, Writing English			x		
Verbal Communication Skills			x		
Physical Demands					
Stooping (bend at waist)				x	
Driving			x		
Lifting up to 50 lbs with assistance			x		
Lifting up to 50 lb w/o assistance		x			
Lifting up to 100 lb with assistance		x			
Pushing/pulling while standing				x	
Pushing/pulling while moving				x	
Stretching/Reaching			x		
Exposure to temperatures above 100 degrees for periods of more than 1 hr	x			X	
Exposure to temperatures below 32 degrees for periods of more than 1 hr		x			
Exposure to hazardous materials		x			
Exposure to blood-born pathogens and other infectious materials	x				
Climbing		x			
Hand/finger dexterity				x	
Repetitive motion					x
Sensory Skills					
Talking and hearing in person			x		
Talking and hearing on telephone		x			
Distinguish smell	x				
Seeing					x
Vision for close work				x	
Vision for far work			x		
Mental/Emotional Functions					
Demonstrate high degree of patience					x
Cope with anger/fear/hostility in a calm way		x			
Work evening/night shift		x			
Work weekends/holidays		x			
Sitting/Standing/Walking					
Sitting			x		
Standing				x	
Walking			x		

I agree that I can perform all the essential functions outlined above with or without an accommodation. I understand that I should contact Human Resources if I feel I need a reasonable accommodation to be able to do my job.

Employee Signature

Print Employee Name

Date