



Title: Troy Farm Assistant Farm Manager
Reports To: Troy Farm Manager
Location: Troy Farm (502 Troy Drive, Madison, WI 53704)
Position Type: Full-time, non-Exempt
Salary: \$20.19/hr
Benefits: See information below
Start Date: January 2026 or as soon as possible thereafter

About Rooted

Rooted is committed to growing a community-led, sustainable food system through urban agriculture education, food production, and land access. Ours is a firm commitment to building racial equity and inclusion and dismantling racism in our communities, in our education and food systems, in the environment, and within our organization. This is a path of lifelong learning and commitment to action.

About Troy Farm

Troy Farm is a project of Rooted and includes 1.5+ acres of field and greenhouse production of certified organic diversified vegetables, herbs, and a few fruit trees. We have a mid-size four-wheel tractor, a 2 wheel tractor, and most of our weeding is done with hand tools.

The farm has been growing certified organic vegetables on Madison's Northside since 2001, and we are proud to be one of the city's oldest urban farms. Troy Farm sells produce to the community through our Community Supported Agriculture (CSA) program and through sales to restaurants and schools. Troy Farm produce is also distributed to nearby neighborhood centers, where it is available cost-free to community members. Troy Farm supports and collaborates with local grower organizations on the land, hosts community events, and collaborates with organizations on various food access, land access, and education projects.

About the Position

The Assistant Farm Manager works closely with the Farm Manager and Farm Director to accomplish our goals of producing quality food, stewarding the land with integrity, and upholding the farm as a community space. To that end, the Assistant Farm Manager will work closely with the Farm Manager on the day-to-day of the farm, which involves performing tasks and assisting with leading and training full-season farm crew employees and many volunteers through field and harvest tasks. Our team will consist of 2-3 crew members and 35 regular and one-time volunteers who help with the daily tasks of the farm throughout the week during the CSA season.

The Assistant Farm Manager will also assist with making plans for the farm and crew, setting priorities for the day/week, and work with the Farm Director to keep the big picture of the farm in mind. We run a plant sale in the spring, so the beginning of the season involves a lot of greenhouse work and some caterpillar tunnel production. Some administrative tasks will be part of this role as well, including things

like writing a CSA newsletter, production and land management record keeping, attending farm team meetings, or drafting social media posts.

Specific Duties and Responsibilities

Farm Production

- Help manage and perform in-field operations such as tillage, planting, cultivation, and harvesting
- Help manage and perform greenhouse operations, such as seedling and in-ground production
- Help manage and perform post-harvest operations, such as washing, packing, and delivery
- Help keep production records, including harvest records, field work logs, inventory and equipment maintenance
- Manage restaurant orders, wholesale orders, and special event orders
- Work at and help manage the annual Plant Sale and Harvest Fest events
- Help as needed for planned community dinner and fundraiser dinner events
- Fill in at the CSA pick up site as needed
- Deliver wholesale produce orders as needed
- Work with Farm Manager to ensure that farm organic certification and food safety requirements are met and maintained
- Write the CSA Farm newsletter
- Work with Farm Manager to create production plan in the winter season
- Work on equipment maintenance during the winter season and occasionally in season
- Winter projects to be determined

Farm Leadership

- Attend weekly field walks
- Help set farm priorities as part of an integrated farm management team
- Manage and train farm crew in all aspects of production and processing
- Lead and train farm volunteers in many aspects of production and processing
- Conduct regular farm crew check in conversations with the Farm Manager
- Act as an ambassador of Rooted through effective communication of the organization's mission and programs
- Assist other Rooted programs with tasks as needed

Desired Knowledge, Skills and Abilities

- 1-2 seasons of experience in vegetable growing or similar experience
- Ability to work independently and as part of a collaborative leadership team
- Openness to regular feedback and communication
- Ability to follow through on commitments, responsibilities, and tasks in an efficient and effective manner
- Ability to operate farm equipment, including a 16 ft. box truck, four-wheel tractor, and two-wheel tractor, or willingness to learn
- Ability and willingness to work in all weather conditions
- Ability to lift, kneel, bend, and do physical work throughout the day
- Ability to consistently and regularly lift items up to 25 pounds. Heavier lifting occurs at times, but is not required

- Ability to work with and be respectful of people with diverse backgrounds, identities, and abilities. This includes but is not limited to: race, color, religion, sex, sexual orientation, gender expression/identity, national origin, veteran or disability status
- Interest in learning about farming and being part of a learning community which includes engaging in conversations about identity and culture and the ways that they intersect with farming

Additional Information/Requirements

- Work schedule is Monday through Friday 8:00am to 4:00pm
- Willingness and ability to work occasional weekend and evening hours
- At times, there may be a need to work in inclement weather and/or to adjust work hours to accommodate the weather
- Provide a copy of a valid ID
- Have reliable transportation to and from Troy Farm, which is located on the Northside of Madison on the B bus line
- Ability to pass a standard background check

Equal Opportunity Employer

Rooted is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. We strongly encourage applications from diverse applicants of all ages. Rooted is committed to providing employees with a work environment free of discrimination and harassment.

Position Classification

- This position is FLSA Non-Exempt, full-time, year-round
- The pay rate is \$20.19/hr
- 24 days paid time off plus 8 paid holidays annually; flexible
- Medical, dental, and vision insurance - 75% of costs covered by Rooted
- 401k retirement plan
- Professional development opportunities
- Cell phone reimbursement
- CSA farm share

How to Apply

Choose one of the following options

1. Send a resume and cover letter to us through Bamboo HR at <https://rootedwi.bamboohr.com/careers/57>
2. Mail a cover letter and resume to:
Paul Huber
Rooted
517 E. Badger Rd.
Madison, WI 53713

Review of applications will begin in early December 2025 and continue until the position is filled.