

JOB DESCRIPTION

TITLE:	Farm Operations Coordinator
APPLY HERE:	https://www.indeed.com/viewjob?jk=98f5f6ec7715545b&from=shareddeskto p_copy
REPORTS TO:	Operations Manager
DATE:	January 27, 2026
JOB FOCUS	

The Farm Operations Coordinator provides essential administrative, planning, and coordination support to our close-knit team at Weiland Farms. This role focuses on behind-the-scenes clerical work, precision data management, staff scheduling, SOP development, and seasonal input handling—enabling our operators and mechanics to maximize fieldwork while contributing to scalable sustainability and operational efficiency.

We are prioritizing candidates with exceptional communication skills—someone who can build trust, clearly convey information across a diverse team (full-time operators, H2A workers, seasonal help), and foster collaboration in a fast-paced environment. Strong clerical abilities remain key, and most farm-specific skills will be trained on-site.

This is a full-time position with variable hours based on the farming season. During peak periods—planting, spraying, and harvest—you can expect longer hours (often 50–70+ hours/week, including early mornings, evenings, and Saturdays) to support critical operations. Off-season hours are typically more standard (30-45 hours/week), allowing for better work-life balance.

Join us in cultivating excellence in every harvest, where your organizational and communication contributions directly support innovation, stewardship, and team success.

JOB TASKS

Key Responsibilities:

Planning and Scheduling Support

- Coordinate in-season and off-season staff scheduling for full-time operators, H2A workers, and local seasonal help (up to 20 during harvest), ensuring advance planning and clear communication to minimize short-notice shifts.
- Develop weekly/daily task outlooks and transition plans to optimize workflow, reduce downtime, and enhance off-season productivity.
- Forecast seasonal labor and input needs for planting (8-12 people), spraying, and harvest periods.

Input Management and Seasonal Shed Operations

- Operate the seed corn shed during planting: Load seed tenders using forklift, ensure accurate selection/quantities, and document transactions and usage.
- Operate the chem shed during spraying: Precisely follow chemical application plans when loading tenders, handle chemicals safely per regulations, and document transactions, applications, and inventory.
- Track seeds, chemicals, and supplies inventory; manage reorders and usage logging to support budgeting and sustainability goals.

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Documentation and Record-Keeping

- Maintain centralized digital records for equipment service history, maintenance needs, parts/seed/chemical usage, and expenses using spreadsheets and apps.
- Manage John Deere Operations Center data: Update machines, field boundaries, flags, yield maps, and application records for precision insights.
- Document all shed transactions accurately for traceability, compliance, and proactive decision-making.

Standard Operating Procedures (SOPs) and Training

- Collaborate with the team to develop, update, and organize SOPs for tasks like equipment operation, safety, shed procedures, and chemical handling—promoting uniformity and scalability.
- Deliver training and resources to new/seasonal operators, accelerating onboarding and ensuring consistent excellence through clear communication.
- Promote safety protocols, including forklift and chemical handling.

Shop and Workflow Optimization

- Lead shop improvements: Organize parts/supplies storage, optimize workflows, and plan off-season preventive maintenance to maximize space and efficiency.
- Evaluate and recommend tool/process enhancements (e.g., communication apps) for better collaboration.

Operational and Administrative Support

- Administrative responsibilities: Expense reporting, vendor coordination, permit filings, recruitment assistance, and basic payroll support.
- Provide flexible peak-season support (e.g., compliance logs, emergencies) and special projects as needed.

JOB SKILLS AND REQUIREMENTS

Qualifications:

Preferred:

- High school diploma or equivalent; associate degree in agriculture, business, or related field a plus.
- 1+ years experience in roles requiring strong communication and clerical/admin work (e.g., coordination, customer service, team support).
- Familiarity with farm operations, precision ag, or inventory management.
- Forklift certification; Iowa Pesticide Handler certification or willingness to obtain.

Essential:

- Valid driver's license and reliable transportation.
- Availability for extended hours during planting, spraying, and harvest seasons (50–70+ hours/week common).
- Pass background check and drug screen.

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Working Conditions

- Some jobs require an employee to be exposed to hazardous work environments.
- Some jobs require an employee to be exposed to inclement weather conditions.
- Work around moving objects, fumes, solvents, grease and oil.

Physical Requirements

- Physical ability for seasonal hands-on tasks (lifting 50+ lbs, varying weather).
- the job duties may require an employee to traverse rough terrain

COMPENSATION and BENEFITS

Competitive salary (\$55,000–\$65,000) with performance bonuses. Comprehensive benefits: Health insurance, paid time off, retirement plan. Farm perks and hands-on training in ag innovation. Growth opportunities in a six-generation family operation. Personal use of shop facilities.