

**Position Functional Title:** Production Assistant  
**Department:** Commercial Oils – 690  
**Reports To:** Production Manager, GLA Safflower

**Position Duties and Responsibilities:**

The person in this position will provide assistance in all areas of production of GLA safflower.

- Organize and process seed samples including: weighing, cleaning, counting, bagging, and labeling.
- Treat with fungicide seed samples for planting.
- Enter information into computer data base and excel.
- Assist with organizing and planting field trials and seed increases.
- Monitor fields for agronomic and morphological observations.
- Meet with growers to discuss management practices of our fields
- Perform field tasks for growing and maintaining a healthy crop such as hoeing weeds, irrigating, fertilizing, rouging, etc.
- Select and process single plants as needed.
- Towing agricultural equipment such as combine and tractors.
- From time to time a short out of town travel will be required. Most trips are less than a week and flexible in nature but planting and harvest may not be.

**Position Requirements:**

- BS in Plant Science, Horticulture or a related field. (helpful but not required)
- Basic understanding of plant genetics and plant breeding techniques is also highly desirable.
- Must be able to tolerate outside field working conditions such as hot and sunny, windy, or cold and wet conditions.
- Demonstrate ability to work with minimal direct supervision once trained.
- Responsible person, able to work independently and communicate issues truthfully and accurately.
- Able to lift bulky materials, heavy supplies and equipment (up to 50 lbs).
- Able to manage task oriented projects and pay attention to details.
- Able to work with MS Word, Excel and Outlook.
- The Production Assistant's duties may require periodic work outside normal working hours, including weekend and holiday work.
- The Production Assistant works on assignments that are complex in nature where judgment and initiative are required in resolving problems and making recommendations.
- Maintains motor vehicle minimum insurance requirements; maintains valid California driver's license; acceptable motor vehicle record