



PALMETTO BLUFF

Farm Operations Manager/Educator

Position Summary

Palmetto Bluff is an extraordinary place. The largest remaining land mass on the East Coast, this sea island spans 20,000 acres and is surrounded by 32 miles of river and marsh. Here, we are creating a place rich with Lowcountry culture amid a spectacular natural landscape. Reporting to the COO, this position will oversee Palmetto Bluff Farm operations working in tandem with our chefs, development team, POA, Conservancy, marketing and club operations in order to achieve the long-term vision for the Palmetto Bluff Farm. This individual should have previous experience in farming / farm operations, collaborating with community partners, community outreach, food and beverage. This individual will manage the day to day operations of the Farm, while also working to develop a long term strategy for the farm, to include: resident and local community education and outreach programs, planting schedules and crop rotation, and programming opportunities in and around the farm. Additionally, this individual will work with the Palmetto Bluff Conservancy to promote its mission and positively impact our wildlife management program and with the broader Palmetto Bluff team on our sustainability efforts.

Essential Responsibilities

- Day to day oversight of Farm operations.
- Monitor seasonal planting / harvest schedule and memorialize lessons learned.
- Hold pre-planting meetings (development, culinary, Hotel/Club ops, marketing, farmers) to discuss what is going in the ground, the growth cycle, anticipated harvest, menu incorporation, etc.
- Create and maintain a quarterly farm communication schedule for FOH/BOH hotel staff to align on messaging.
- Hold post-harvest meetings to discuss success of the above and make notes for future planting.
- Manage oyster shell reclamation program.
- Collaborate with Marketing/Operations for scheduled programming (tomato tastings, fall dinner, PB 201, MTYM, etc.).
- Develop greenhouse strategy / planting schedule, etc.
- Develop annual programming schedule by third quarter annually.
- Manage seasonal “farmer” hours for members / guests.
- Develop member “farm stand” around harvest.
- Manage and Increase bee population / honey production.
- Continue to recommend Farm Improvements/participate in development of Farm.
- Attend community events, as required.

Palmetto Bluff

11 Village Park Square

Bluffton, SC 29910

www.palmettobluff.com

Position Requirements and Demands

- Must be able to work proactively and independently.
- Proven customer service orientation.
- Exceptional communication skills including oral and written, mastery of public speaking.
- Creative thinker and collaborator.
- Strong organizational skills and ability to multi-task and juggle multiple projects.
- Ability to establish and maintain good working relationships with co-workers and external partners.
- Track record of performance excellence meeting targets and deadlines.
- Respectful style that focuses on excellence and doing what is right.
- Must love dogs.

Other Demands

- Driver's license status to insurance requirements when hired.
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Ability to carry 10-25 lbs. (computer, files, etc.).
- Office environment with exposure to personal computer monitor and frequent use of a keyboard.
- Valid driver's license or reliable method of transportation to/from work.
- Ability to work late hours and weekends as required to meet deadlines.

DISCLAIMER

This document describes the position currently available and serves only as a summary of the typical functions of the job. It is not an exhaustive or comprehensive list of all possible job responsibilities. Tasks, responsibilities, and duties of the jobholder may differ from those outlined. Other duties, as assigned, might be part of the job. This is not an employment contract. Our company reserves the right to modify job duties or job descriptions at any time.

Palmetto Bluff Company is an Equal Opportunity Employer