



About Us

Closed Loop Farms is an urban farm located at The Plant, in the Back of the Yards neighborhood. We focus on growing microgreens, herbs, lettuce, and edible flowers for restaurants and home consumers throughout the Chicagoland area. We seek to provide the highest quality products to our customers week-in and week-out, while employing principles of a circular economy.

We are seeking a dynamic, full-time team member to be involved in many aspects of our farm. This position would be a great fit for someone with farming experience who is also interested in logistics, problem solving, and business operations. This role is about 60% administrative work and 40% physical farm work.

Responsibilities

Administrative Work:

- Coordinating orders and deliveries from other local farms and food producers
- Putting together rotating weekly offerings for Salad Club, our home consumer subscription service
- Determining pack size and pricing of items and posting them to our website each week
- Sending invoices to wholesale customers and running cards for retail
- Overseeing Accounts Receivable and collections from wholesale customers

Farm Work:

- Harvesting Microgreens for restaurant and home customers (1 day/ week)
 - Helping with plantings, harvesting, and garden maintenance for a Chef's production garden (1 day/ week)
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Requirements

- At least one season of prior farming experience
 - Passion for building an equitable local food system
 - Works well on a team
 - Takes Initiative
 - Organized
 - Detail Oriented
 - Systems focused
 - Highly adaptable to change
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Compensation

Admin Work: \$17.50/ hour

Farm Work: \$15-16/ hour, depending on experience

Benefits:

- Blue Cross Blue Shield Health Insurance, paid 50% by the farm
- 1 hour paid sick leave for every 40 hours worked
- Monthly Tips (typically \$100-\$150 per month)
- 2 days PTO for the first year, with increases each year thereafter
- All the fresh greens your heart desires :)