



Job Description & Application - Assistant Packing Shed Manager

Posted: October 17, 2020

Starts: February 1 - April 1, 2021 (flexible)

Time Commitment

Full Time: 40 - 50 hours per week April-December, sometimes less in the spring/fall shoulder

10 - 30 hours per week January - March (variable with weather)

Schedule: Monday - Friday

Paid sick leave: one hour for every 40 hours worked

Vacation suggestions:

- One-week (40 hrs) paid summer vacation between mid July-mid September
- More unpaid time off possible

We are looking for smart, strong and detail-oriented folks to join our farm crew. The **Assistant Packing Shed Manager** position is designed for those already immersed in produce farming with a desire to grow into a role with more responsibilities. All ideal farm crew candidates will have a strong interest in food and farming, and enjoy working both on a team and individually. Applications are reviewed as they are received.

Responsibilities

- Assist the Packing Shed Manager in their duties, which include:
 - Efficiently and effectively wash and pack produce
 - Follow detailed directions sending 50+ varieties of produce to 10+ locations
 - Keep everything in coolers and root cellar organized and properly labeled
 - Direct and manage other farm crew in helping wash and pack produce
 - Maintain clean work areas and manage stock of bags and boxes

Hayshaker Farm

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- Direct duties:
 - Manage the inventory and care for products we sell from other producers
 - Help deliver produce to town
 - Host drop site pickups - interact with customers, drive a box truck
 - Cover for Packing Shed Manager if sick or on vacation, with assistance from farm owner and others
- Farm work:
 - Assist in harvest and field work including but not limited to seeding, transplanting, trellising, hand weeding, hoeing, using row cover, and moving irrigation
 - Assist in some of the following work: greenhouse work, plant starts, tractor driving, farm clean up, farm projects and construction, winter high tunnel snow removal, winter chores & feeding

Background and Skills

- Practical experience and knowledge of vegetable farms, ability to understand the needs of different produce for proper washing, packing and storage
- One+ season previous farm experience preferred but not necessary
- Flexibility and desire to learn new methods and farm systems
- Good communication skills
- Energetic and motivated personality
- Excellent work ethic and positive attitude
- Conscientious and able to work with all kinds of people
- Strong back and knees
- Ability to work outside in all weather conditions: hot summers, cold winters
- Willingness to commit to the farm for the full year, ideally two
- Preferable to drive stick shift and box truck, not required

Compensation: starting \$15.50/hr, with raises or bonus as the farm budget allows

Housing: we can help search for a private apartment or house if you're moving from out of town, and ask our network about rentals. There is no housing available on the farm.

Food: all farm seconds and some items we grow are available for the crew. Wholesale cost on other products sold in our farm store. Meals are on your own, with some shared lunches when possible

Professional Development: up to \$500/year budget for conferences/workshops + travel

To Apply: Complete the Assistant Packing Shed Manager Application for Employment below. Submit along with your resume.

Hayshaker Farm
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Assistant Packing Shed Application for Employment

329 SW 12th Street, College Place, WA 99324 - info@hayshakerfarm.com

Please send this application fully completed to the above web or mail address. Incomplete applications will not be accepted.

Today's Date: _____

Full Name: _____

Address: _____

Phone Number(s): _____

Email: _____

Are you 18 years of age or older? _____

Are you eligible to work in the United States? _____

1. Where did you hear about possible employment opportunities at Hayshaker Farm?

2. Why do you want to work at Hayshaker Farm?

3. When could you start and how long are you looking for employment?

4. How many hours per week do you want to work? Are there any days of the week you don't want to work?

5. Do you have any vacations planned?

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6. What do you consider to be your biggest achievement so far?

7. What education have you completed?

8. Do you have experience doing repetitive tasks for long periods of time?

9. How about working outside in extreme weather conditions (ie. Rain, snow, high winds, etc.)?
Working in wet conditions under cover in cold weather?

10. Briefly describe any customer service experience you have. Do you enjoy customer service?

11. What do you think will be the most challenging aspect of working at Hayshaker?

12. Do you have any health conditions, recurring injuries, recent accidents, etc. that would prevent you from doing strenuous physical labor? Please list all of them below.

a) Can you repeatedly lift 50 lbs?

b) Can you repeatedly bend over and stand up, without getting dizzy or straining yourself?

c) Can you kneel for long periods of time?

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d) Can you stand in one place for long periods of time?

13. Do you have reliable transportation and a current driver's license?

14. What makes you unique?

15. What is your five year plan?

16. Number these tasks 1 through 9 in order of your preference

1 being your most favorite, and 9 your least favorite.

_____ Farmer's Markets	_____ Harvesting	_____ Hoeing
_____ Hand weeding	_____ Irrigation	_____ Greenhouse work
_____ Washing/Packing	_____ Tractor Driving	
_____ Other (please specify:_____)		

17. Please provide the following information for your three most recent employers:

Business Name:

Supervisor's Name:

City, ST:

Phone:

Begin & End Dates:

Job Title:

Why Left:

Business Name:

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City, ST:

Phone:

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Job Title:

Why Left:

18. Please list contact info for three professional references: (can be two of your previous employers)

19. Please include additional information (skills, aptitudes, interests, hobbies etc.) that would be useful to know as we consider your potential employment.

I attest that the information I have provided above is complete and true to the best of my knowledge.

Applicant's Signature Date