

## **Farm Operations Assistant (Full-Time)**

### ***Description of Duties***

Farm Operations Assistant is a multi-faceted position that provides key operational support for various production, packing, and marketing operations of the farm.

Full-time, May to December.

Duties include but are not limited to:

- Assist in post-harvest preparation of vegetables including bunching, sorting, washing, drying, grading for quality
- Assist in packing area organization/inventory/labeling/record keeping to maintain effective and efficient operations.
- Clean up washing area upon packing completion (sweeping, washing, mopping, sanitizing of surfaces & containers).
- Assist in packing orders according to individualized labels for CSA customers and follow quality control protocols.
- Assist in wholesale order packing and storage for restaurants and other customers.
- Assist in loading box truck for CSA and market deliveries.
- Deliver produce to CSA delivery points and restaurants in box truck or cargo van
- Provide customer service at CSA delivery points
- Provide customer service and sales support at Saturday farmers market
- Assist with other key farm operations tasks, based on farm needs and interests of candidate, including but not limited to: seeding/greenhouse management, transplanting management and field tasks.

This position involves extensive standing, walking, and repetitive movements in a variety of weather and temperature conditions. Workers must follow farm work rules and be willing to learn and adhere to farm food safety and organic standards and practices at all times. One unpaid hour is allocated for lunch, typically at 12:30, and depending on workflow and worker needs. No tobacco use is permitted on the premises. Failure to arrive to work, failure to arrive to work on time, or failure to perform work to satisfaction or standards will result in loss of the position.

### ***Qualifications:***

- Detail-oriented, organized, and committed to quality and accuracy, and able/willing to follow directions.
- Must be able to lift 60 lbs. Must be able to stand for long periods of time, execute repetitive movements.
- Good communicator who is patient, responsible, interested in learning, and takes pride in efficiently producing a quality product.
- Drivers license & willingness to learn to drive 16ft box truck and cargo van to deliver CSA boxes at a delivery point in Morgantown
- Must be able to work in a team and trouble-shoot problems. Must also be able to work alone doing repetitive tasks for long stretches.
- Good customer service skills.
- Willingness to follow current public health department and farm protocols.

***Compensation:*** This position starts at \$15.14 / hour.

***To apply:*** email letter of interest and qualifications to [mountainharvestfarm@gmail.com](mailto:mountainharvestfarm@gmail.com).

For information about our farm see [www.mountainharvestfarmllc.com](http://www.mountainharvestfarmllc.com)