

Hayshaker Farm
Job Description & Application - Packing Shed Co-Manager



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Posted: February 2023
Starts: flexible, May/June 2023

Time Commitment

- Full Time: average 30-40 hours per week April - Nov
Occasional overtime, paid at time+half
Winter work, December - March (variable, average 15-20 hr/week)
- Schedule: Monday - Friday, starting between 6-9am, occasional help with weekend chores
- Paid sick leave: one hour earned for every 40 hours worked
- Vacations:
- Two weeks paid/year, one week earned every 6 months
 - One week of paid vacation during winter if committed to return for next year, more paid vacation next spring/summer
 - More unpaid time off possible

We are looking for smart, strong and detail-oriented folks to join our farm crew. The **Packing Shed Co-Manager** positions are designed for those ideally already experienced 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

- **Direct duties (~70-80%)**
 - Manage packing shed with co-manager, including:
 - Efficiently and effectively wash and pack produce
 - Follow detailed directions sending 100+ products to 15+ locations
 - Keep produce and food hub products organized, clean & properly labeled
 - Direct and manage other farm crew in helping wash and pack produce

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- Maintain clean work areas and manage stock of bags and boxes
- Help communicate with wholesale accounts on our Google Voice number
- Communicate with our harvest manager to list what's available for sale and about incoming produce
- Direct other farm crew in assisting packing shed work
- Co-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
- **Farm work (~20-30%)**
 - Assist in harvest before wash/pack, and in bulk harvest days
 - Assist in 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, Skills & Expectations

- 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
- Attention to detail with emphasis on quality control
- 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
- Ability to drive stick shift truck & automatic box truck, not required

Compensation: \$18-20/hr DOE

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. All employees from out of town have found housing.

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 weekly shared lunches

Professional Development: up to \$300/year budget for pre-approved conferences/workshops + travel

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

Packing Shed Co-Manager 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: _____ Pronouns: _____

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 employment opportunities at Hayshaker Farm/WW Food Hub?

2. Why do you want to work at Hayshaker Farm and the Walla Walla Food Hub?

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?

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5. Do you have any vacations or time off planned?

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

7. What education, formal or informal, 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?

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c) Can you kneel for long periods of time?

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

13. Do you have reliable transportation (bike, car, scooter...) and a current driver's license?

14. What makes you unique?

15. What is your five year plan?

16. 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:

Supervisor's Name:

City, ST:

Phone:

Begin & End Dates:

Job Title:

Why Left:

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Begin & End Dates:

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Why Left:

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

18. 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

Thank you for applying to work at Hayshaker Farm & Walla Walla Food Hub! We look forward to reading your application and speaking further - Hayshaker Hiring Team