

Job Description for the position of
Packing Shed Assistant
at Nash's Organic Produce

6/26/13: The Packing Shed Assistant is responsible for helping facilitate smooth daily operations at the shed. This central hub is home to the following operations on the farm:

- harvesting, washing, packing and shipping
- farmers markets
- sales (wholesale and retail)
- team development/employee relations
- customer service

This is a long-term position requiring at least a year commitment and is for 40-50 hrs/week May-January and $\frac{3}{4}$ time February-April. Up to 4 weeks vacation is allowed, as request, throughout the year, but is unpaid.

The Packing Shed Assistant operates out of the office at the packing shed. They are expected to multi-task, engage in creative problem solving, maximize the farm's efficiency and to work well independently or with a team on a wide range of projects. This position's responsibilities include, but are not limited to:

1. Professionally and courteously fielding incoming phone calls, visitors and employee questions or needs.
2. Helping manage the paperwork and organization of sales using hand filing and computer systems. Organizational skills are a must.
 - take sales orders via phone, email or fax
 - accurately fill out invoices, enter them into Quickbooks and administer billing details as needed
 - build and inventory pallets. assist wholesale trucks accurately load orders.
 - manage online orders
 - communicate with Sales Managers and Harvest Crews regarding availability of product and scheduling of field orders, as needed.
3. Assisting with the organization and success of eleven weekly farmers markets the farm participates in, including but not limited to: assembling farmers market info as needed, prepping product deliveries and/or pick-ups (done in conjunction with their trip to market), helping market staff load and unload.
4. Generally helping manage the backbone of the packing shed by assisting with a wide-range of needs including everything from helping run the office to assisting field crews wash or pack produce, as needed

5. Safely operating farm trucks and vans to do deliveries, run errands, etc
-must have a current drivers license and be comfortable operating vehicles
6. Researching, inventorying, ordering, purchasing and/or printing of supplies, including boxes, bags, twist ties, labels, pallet wrap, office supplies and specific parts, tools or inputs as requested by team members.
7. Participating in the effort to maintain general organization and cleanliness at the packing shed, including office, walk-in cooler, etc
8. Working and communicating proactively and cooperatively with co-workers.
9. Assisting with special projects and other responsibilities as needed.

Having previous farming or sustainable-food-systems work experience is preferred. This job requires the ability to work in all weather conditions, year round. Weekly schedule is variable depending on the season, but typically runs from 7:00 or 8:00am to 5:00 or 6:00pm, Monday-Friday. Candidates who are also available to work on Saturdays vending at farmers markets, or who have flexible schedules to accommodate the farm's varying needs, are preferred.

Interested applicants should submit a

1. Cover Letter
2. Application (available on-line at www.nashsorganicproduce.com),
3. Resume

Applications will be accepted until position is filled. Send application info to:

EMAIL: sales@nashsorganicproduce.com or

MAIL:

Nash's Organic Produce
1865 E. Anderson Rd.
Sequim, WA 98382 or

FAX: (360) 683-6807

Contact Kia Armstrong at (360) 681-7458 for more information.