



## **Pack House & Greenhouse Manager**

**Sassafras Creek Farm** is an 80-acre USDA certified-organic, vegetable farm in Leonardtown, Maryland. We grow year-round 15 acres of vegetables including ½ acre of high tunnel production and 30 acres of cover crops. We sell at a seasonal farmer's market and year-round to natural food stores, farm-to-table restaurants and other farms. We use modern, scale-appropriate equipment, facilities and systems for production efficiencies and improved product quality. We are dedicated to growing exceptionally delicious organic produce, providing meaningful employment, and teaching employees about small scale sustainable farming. We take great pride in protecting our natural resources, serving our local community and operating a profitable small farm business.

### **Core Responsibilities Include:**

**Pack House Manager:** Manage, Supervise and Assist. Daily 70% - 90% of time

- Harvest, wash, sort/grade, package and label produce to fulfill customer order requirements
- Assess crop readiness and availability for sale by type, location and quantity
- Recordkeeping: Manage customer order fulfillment, crop harvest and inventory records
- Inventory: Manage inventory of stored produce to include FIFO, labels and accurate records
- Maintain Cleanliness and Order of Pack House, coolers, associated equipment and supplies
- Manage inventory of Pack House supplies
- Train new pack house crew
- Report status of order fulfillments and crop availability daily

**Green house:** Daily (Seasonal) 10% - 15% of time

- Watering, seeding crops, transplanting, fertilizing, scouting for insects/disease, organic spraying, recordkeeping and inventory

**Additional Duties:** Daily (as assigned) 15% of time

- Monitoring the completion of daily farm tasks assigned to farm crew
- Assess crop health for disease, insects and weeds
- Irrigation management – High Tunnels, Field, Greenhouse
- Transplanting – High Tunnels, Field, Greenhouse
- Misc. field work and farm maintenance
- Periodically delivering produce orders to customers using farm vehicle

### **Qualifications**

- Excellent organization, management, and communication skills
- Good attention to detail and quality (food safety)
- Good judgement and problem-solving skills
- Good time management
- Physical work in year-round weather
- Ability to train others while accomplishing own work tasks
- Vegetable farm production experience (preferred)
- Good mechanical aptitude and general technical skills; carpentry, plumbing and electric (preferred)
- Spanish fluency (preferred)
- Non-smoker

### **Work Schedule**

- Full-time January - December 5 days/week

### **Compensation**

- Starting \$19/hr to \$24/hr depending on experience, qualifications, skills and potential

### **Benefits**

- 80-hrs paid leave per calendar year
- Free produce for your own use
- Opportunities for increased responsibility, pay and long-term employment

**Email your resume and cover letter to [sassafrascreekfarm@gmail.com](mailto:sassafrascreekfarm@gmail.com)!**

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**Check us out at:**

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