



Boldly Grown Farm
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Job Title: Harvest & Pack Shed Manager

Reports to: Sales & Operations Manager (Owner)

Work location: Bow, WA

Status: Ongoing, hourly, non-exempt

Work schedule: Year-round, full-time. Monday-Friday schedule; Saturdays as needed.

Desired start date: Spring 2024

About BGF Boldly Grown Farm is a certified organic mixed vegetable farm located in the beautiful Skagit Valley of Washington State. We are passionate about feeding our community with high-quality, locally grown food while stewarding the land, fostering agricultural careers, building community, and strengthening our regional food system. Now going into our 10th season, we are a production farm growing approximately 35-45 acres of vegetables, grains, legumes, flowers and seed crops. We operate year-round, specializing in fall and winter vegetables. We sell to retailers and distributors throughout the Pacific Northwest and beyond. We also operate a 320-member winter CSA program and a year-round farm stand. Our team consists of the owners and 10-14 coworkers depending on the time of year.

Position Summary

We are seeking an experienced and organized farmer with a positive attitude and strong communication skills to join us in the role of Harvest & Pack Shed Manager.

The Harvest & Pack Shed Manager plays a critical leadership role, keeping harvest and pack shed operations organized and moving efficiently in order to get products from the field to our customers. They are responsible for overseeing all workflow and tasks related to harvest/wash/pack operations and order fulfillment. They work closely with the Sales & Operations Manager to plan and communicate harvest and packing priorities to the team. The Harvest & Pack Shed Manager supervises and mentors the Harvest Lead and Pack Shed Lead in carrying out daily harvest and pack operations, setting the pace for the crew and ensuring that tasks are done efficiently, effectively and safely. The Harvest & Pack Shed Manager also collaborates closely with the Production Manager and CSA & Farm Stand Manager. At times, this individual will assist with other aspects of farm work such as general field operations.

Farming is hard work! Though we rely on equipment to reduce wear and tear on our bodies, you still may spend long hours standing, bending, squatting and kneeling in all weather conditions while carrying out repetitive tasks.

Primary responsibilities

- Work closely with the Sales & Operations Manager, Harvest Lead and Pack Shed Lead to develop daily and weekly work plans, communicate priorities and tasks to the team, and provide clear delegation of harvest and pack shed tasks to achieve accurate and timely order fulfillment
- Supervise and train team members in proper harvest and packing techniques and equipment use, maintain organized and efficient workflow, and communicate pace expectations, quality standards and food safety protocols
- Work with CSA & Farm Stand Manager to forecast and plan CSA boxes and produce needs; support Pack Shed Lead in CSA box packing and fulfillment
- Help Pack Shed Lead manage cooler and dry storage inventory

- Anticipate bottlenecks in harvest and pack shed activities, proactively problem solve, make and implement recommendations for improvements to existing systems
- Member of Food Safety Team: conduct food safety trainings, ensure operations are conducted in compliance with our food safety plan, assist with ongoing documentation/refinement of harvest and pack shed SOPs, and set a good example for the rest of the team regarding food safety practices and protocols
- Work with Leads to maintain harvest, washing and food safety logs
- Work with Leads to maintain inventory of harvest and pack shed supplies/tools; communicate with Office Manager and vendors regarding supply needs
- Keep harvest and pack shed facilities, equipment and tools clean, organized and in working order
- Harvest, wash & pack vegetables with the crew as needed
- Transport produce between farm and storage facilities and deliver produce as needed

** This job description covers key responsibilities but does not capture all job duties. There are times we need all hands on deck to accomplish a task!*

Required skills and qualifications

- 2-3 years commercial vegetable farming experience, preferably in organic systems
- Leadership/management experience
- A positive attitude and ability to work efficiently in diverse conditions while keeping up morale of self and others is key!
- Excellent time management, prioritization and organizational skills
- Detail-oriented; able to uphold high quality standards and keep accurate and timely records
- Committed to safe equipment operation and following the farm's food safety policies
- Able to take direction, learn quickly and ask for help as needed
- Strong problem-solving skills and able to adapt to shifting priorities and conditions
- Able to receive and give constructive feedback with grace and humility
- Able to work outdoors in any weather and lift 40+ lbs. repeatedly
- Basic tractor or forklift operation experience
- Valid driver's license—must be able to transport crew members and supplies, move product between storage sites, and assist with deliveries using farm vehicles
- Basic experience with Microsoft applications
- Proficient in English and Spanish
- Mechanical/repair skills/aptitude a plus

** If you don't check all the boxes but have a great attitude and capacity and interest to learn, we encourage you to apply.*

Additional details

- Our typical day is 8:00-5:00 with a 1-hour lunch. Days may be longer or shorter at times, and the start or end time may shift depending on weather and other factors.
- This position routinely works outdoors in all weather conditions as well as in our pack shed. Computer/office work is also required. An indoor bathroom and heated breakroom and lockers or cubbies are available for use.
- We are interested in fostering careers in agriculture. Priority will be given to candidates who are open to long-term employment.

Compensation and benefits

- \$20-\$30/hour depending on experience and qualifications
- Paid vacation and sick time (each accrued at 1 hour per 40 hours worked)
- Overtime pay (time and a half above 40 hours/week)

- \$50/month gear & wellness stipend after 3 months
- Access to employer-matched SIMPLE IRA plan after 3 months
- Time and a half for hours worked on federal holidays
- Free produce from the farm; 25% discount at our farm stand
- Access to professional development funds and training/educational opportunities
- Opportunities for advancement and additional responsibilities in future seasons

To Apply Email jobs@boldlygrownfarm.com and tell us about yourself—including your strengths, experience, knowledge or skills—either with a cover letter and resume or another format. Please include “Harvest & Pack Shed Manager: *Your Name*” in the email subject. If you’re applying for more than one position with us, please let us know in your email. Applicants selected for an interview will need to provide contact details for three professional references.

Applications will be reviewed as they’re received, so we encourage interested applicants to apply as soon as possible. Position open until filled. We look forward to hearing from you!