



Boldly Grown Farm
8855 Ershig Rd.
Bow, WA 98232
jobs@boldlygrownfarm.com
@boldlygrownfarm

Job Title: Pack Shed Lead

Reports to: Harvest & Pack Shed Manager

Work location: Bow, WA

Status: Ongoing, hourly, non-exempt

Work schedule: Year-round; approx. 35-50 hours/week May-Jan and 20-40 hours/week Feb to Apr. Monday-Friday schedule; Saturdays as needed.

Desired start date: May 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 a positive, self-motivated and detail-oriented individual to become our Pack Shed Lead!

The Pack Shed Lead plays a key role getting food from the fields to our customers. This individual oversees post-harvest processing, inventory management, and order packing and fulfillment. The Pack Shed Lead will communicate regularly with the other team members to ensure smooth pack shed operations, efficient workflow, and accurate order fulfillment. Pack shed work can be monotonous; a positive attitude and ability to motivate and instruct others while maintaining attention to detail and quality is key to succeed in this position. This position will require regular forklift and equipment operation. When not working in the pack shed, this individual will assist with other aspects of farm work such as harvest and field tasks.

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

- Provide leadership in post-harvest processing and order packing to ensure timely and accurate order fulfillment
- Manage product inventory—receive product from the field, ensure proper labeling and storage of product, monitor product quality, and provide timely inventory updates
- Help maintain pack shed facilities, equipment and tools in clean, working order
- Follow food safety practices and protocols and set a good example for the rest of the Team, oversee cleaning and sanitizing of containers, food contact surfaces and tools assist as per the farm's food safety plan, and assist with ongoing refinement and documentation of Pack Shed SOPs
- Keep records related to order packing, inventory management and food safety
- Help manage inventory of pack shed supplies & tools; communicate with owners/vendors regarding supply needs
- Transport produce between farm and storage facilities and deliver produce as needed

- Assist with other aspects of farm work 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

- A positive attitude and ability to work efficiently in diverse conditions while maintaining excellent attention to detail and quality of work is essential!
- Experience leading or motivating peers or teams; able to provide detailed instructions to a bilingual team and keep up morale of self and others during monotonous and challenging work
- Excellent time management, prioritization and organizational skills—able to keep track of numerous details while keeping daily and weekly goals in mind
- 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 stand and be on your feet most of the day and lift 40+ lbs. repeatedly
- 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 English or Spanish (or willingness to learn)

Preferred skills and qualifications

- 2+ years related organic farming experience, or other experience with wholesale produce quality standards and food safety considerations, including restaurant or produce department jobs
- Basic tractor or forklift operation experience; able to drive stick shift
- Proficient in English and Spanish

** 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

- Possibility of extended time off from February-April if desired
- 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 primarily works in our pack shed, an insulated, unheated space. Work may also be performed outdoors in all weather conditions. 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

- \$18-\$24/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 “Pack Shed Lead: *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!