



**BOLDLY
GROWN**
— FARM —

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

Job Title: Farm Stand & CSA Assistant

Reports to: Farm Stand & CSA Manager

Work location: Bow, WA

Status: Hourly

Schedule: Part-time, year-round (see scheduling notes below)

Desired start date: May/June 2025

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.

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're looking for detail-oriented, organized and self-motivated individual with strong customer service skills to join us in the role of Farm Stand & CSA Assistant. The Farm Stand & CSA Assistant will help ensure smooth operation of our year-round, self-serve farm stand. Responsibilities will include inventory management and maintaining a clean and inviting customer experience. This individual will also help with the execution of our Winter CSA program. Depending on the candidate's skills, experience and interests, there is the potential for expanded hours or additional responsibilities.

Primary responsibilities

- Assist with day-to-day farm stand operations, including opening/closing, product display, signage, labeling, restocking, and quality control
- Keep farm stand clean and organized to ensure a positive customer experience
- Receive product deliveries, break down boxes and keep backstock items organized
- Rotate products, pull expiring items, and mark down short-dated products for sale
- Help maintain product display, product pricing and labeling
- Help ensure Square inventory is accurate; make adjustments as needed
- Process SNAP and WIC transactions as needed
- Greet customers and provide friendly and informed customer service as needed
- Assist with CSA operations during CSA season, including receiving and organizing add-on orders, packing subscriptions into bins and coolers, prepping all supplies for drivers (e.g., pens, clipboards, extra handbooks), and preparing driver paperwork
- Additional future responsibilities could include social media management, general farm work, CSA deliveries, or administrative support.

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!

Desired skills and qualifications

- One year or more of relevant experience (retail/customer service, inventory management, etc.)
- Organized, reliable and efficient with excellent time management skills
- Detail-oriented with the ability to prioritize tasks and maintain accuracy while working independently
- Positive attitude and excellent customer service & communication skills
- Flexible; able to adapt to shifting priorities and conditions and help out where needed
- Able to take direction, learn quickly, ask for help and clarity as needed, and be receptive to constructive feedback
- Proficient written and spoken English required
- Experience with Square and inventory management systems a plus
- Passion for organic farming, local foods and cooking
- Able to perform moderate physical labor, e.g. bending, reaching, kneeling, lifting, performing repetitive tasks and walking over uneven terrain in all weather.

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

Additional details

- This is a new role, and the exact schedule will be determined in consultation with the successful candidate. We anticipate the position to flex between approximately 12-24 hours depending on the time of year and candidate availability.
- As the farm stand requires daily attention, more frequent, shorter shifts are preferred (e.g. 3-4 hours/day). Candidates with some weekend availability will be given priority.

Compensation and benefits

- \$17-\$20/hour starting wage 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)
- Time and a half for hours worked on federal holidays
- Gear & wellness stipend after 3 months
- Access to employer-matched SIMPLE IRA plan after 3 months
- Free produce from the farm; 25% discount at our farm stand
- Access to professional development funds and training/educational opportunities

To Apply

Send one email to jobs@boldlygrownfarm.com with a cover letter and resume as well as answers to the application questionnaire on the following pages (answers within the body of your email are fine). Please include "Farm Stand & CSA Assistant: *Your Name*" in the subject line.

No phone or social media inquires, please. Applicants selected for an interview will need to provide three professional references. Interviews will be scheduled starting mid-May. We look forward to hearing from you!

Boldly Grown Farm application questionnaire:

Today's Date: _____

Full Name: _____

Address: _____

Primary contact phone number: _____

Email: _____

Are you 18 years of age or older? _____

Are you eligible to work in the United States? _____

Please briefly answer the following questions:

1. Where did you see our job posting?
2. Why do you want to work at Boldly Grown Farm?
3. What are your top 2-3 qualities or skills that you would bring to this position?
4. Describe any relevant education or training you have.
5. Please include details of your recent employment history (if not included on your resume) including employer, job title and dates of employment.
6. What's the most rewarding job you've had and why?
7. If hired, when could you start? Do you have an end-date in mind, or are you looking for ongoing employment?

8. What is the minimum, maximum and preferred number of hours you would like to work each week? Do you have some weekend availability? Please tell us about any other scheduling considerations, including days/times you are unable to work.
9. Feel free to include additional information (interests, hobbies etc.) that would be helpful for us to know about.
10. This job requires moderate physical labor, including bending, reaching, kneeling, lifting, performing repetitive tasks and walking over uneven terrain in all weather. Please initial here to confirm that you're able to carry out all aspects of this position. _____

I attest that the information I have provided above is complete and true to the best of my knowledge

Applicant's Signature

Date