

## Background:

Be a part of growing organic produce and feeding your community! We strive to grow high quality food efficiently, to train people interested in agricultural careers and to feed a diversity of eaters in our community including CSA and market customers, chefs and retail establishments and food banks and schools.

Join a small vibrant community! Located in Athens Wisconsin Cattail Organics is close to Northwoods camping, hiking, and small cities including Wausau, Medford, Marshfield and Stevens Point. We are located in an area with growing opportunities in local/organic food with affordable agricultural land and strong infrastructure for new farmers. Our area offers other employment opportunities for off-season/winter employment including well paid food and manufacturing factory work, retail and food service.

# Wash/Pack Lead Manager

## **Position Summary:**

The Wash/Pack Lead is responsible for day-to-day washing and packing of veggies. This entails using our existing farm systems to wash our organic veggies and pack them to order while keeping detailed wash and pack logs. In addition, this position will include collaborating with farmer owners and leading farm crew/worker shares that are assigned to the pack shed for the day to include training, assigning tasks and providing feedback.

Other duties include fieldwork and greenhouse work (approximately 30-40% of work in first summer season), keeping the cooler and wash area organized and clean, monitoring stocks of supplies.

Full-Time Seasonal (May-Nov) with 10 month hourly position. Starting in April 2022. Minimum 30 hours/week commitment for main season (May-November) with 40 hours available. Days and Hours may vary with work Monday-Friday (Tuesday and Fridays are always required).

## **Compensation**

\$15/hour with pay raises to \$17 full pay based in first season based on performance reviews and training period. Fresh produce, paid time off (after 6 months of work), and healthcare stipend (after first season).

## **Responsibilities:**

### **1. WASH/PACK**

1. All produce is washed using appropriate methods resulting in clean, dry high quality produce
2. Work quickly and efficiently
3. Packing Shed Specialist: Prepare tools and supplies for harvest, washing, and packing. Monitor coolers. Wash, weigh, and inventory produce. Clean and organize packing shed.

### **2. RECORD KEEPING / DATA**

1. Works both independently and with team to ensure that proper and accurate records are being kept with regards to all wash/pack related activities
2. Harvest quantities for each vegetable
3. Order tracking for variety of wholesale customers

### **3. PLAN IMPLEMENTATION**

1. Receive a pack list from Farmers Kat and Logan
2. Leads washing and packing to match the produce volume coming in from the field

3. “Gets results” from co-workers, by making the right decisions for maximum efficiency and productivity
  1. Leading by example
  2. Planning ahead so that co-workers are moving efficiently from task to task
  3. Organized, efficient & productive work leads to enjoyable & satisfied experiences by co-workers

#### **Additional Duties and Responsibilities:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities. Duties, responsibilities and activities may change at any time with or without notice
- Overall working knowledge of wash/pack equipment & the regular required maintenance & upkeep. Training is provided.

#### **Knowledge, Skills and Abilities:**

- Must be able to multitask with ease and proficiency
- Ability to work effectively and maintain deadlines with limited supervision
- Knowledge or experience with the production of organic vegetables desired
- Critical thinking and decision making skills; able to make effective decisions under uncertain/variable conditions
- Basic math skills including arithmetic; ability to perform and interpret basic calculations related to count, weight, time, rate, and distance
- Verbal and written communication skills; ability to follow instructions and to clearly express ideas in a concise and professional manner
- Highly effective collaborative skills; must perform comfortably in group settings
- Strong work ethic with history of good attendance
- Ability to lift/carry up to 50 pounds, ability to safely & effectively operate & maintain in good condition, all CTO farm equipment
- Must be able to perform physical work in a variety of positions and at various heights including bending, stooping, reaching and twisting of arms and body movement
- Tolerate working in a variety of temperatures & environmental conditions