



General Farm Assistant

Bardwell Farm is seeking a highly motivated and experienced individual to join our expanding and bustling farm. The ideal candidate will possess the ability to work independently as well as collaborate effectively in a team environment. We are particularly interested in candidates with relevant experience in qualified fields who are eager to learn and grow professionally. Additionally, we expect the candidate to be committed to the business and willing to work in a fast-paced and demanding environment throughout the year.

- Monday - Friday 8am-4pm
- Saturday - half / full day options
- Year-round work with a part time commitment January - March
- 5 days paid sick time, 5 days paid vacation time

Salary

- \$19-20 per hour (based on experience)
- position will start at lower per hour wage and be assessed after 30 days
- a 90 day review will be held to determine the roll moving forward

Independent Responsibilities

- Retail / Farmstand Management
 - scheduling, employee oversight, inventory, restock
- Greenhouse / High Tunnel Management
 - watering, fertilizing, seeding crops, observation of daily conditions
- Administrative
 - produce inventory tracking
 - supply inventory tracking of packaging materials
 - light Quickbooks, food safety record keeping, etc

Joint Responsibilities

- wholesale packing and building orders
- customer service management with customer order pick up, paperwork needs
- quality control of products
- order / organization and cleaning of post-harvest area
- communication to all departments of new and finished tasks

Other Weekly Tasks

- field harvesting
- crop maintenance
- photos and video for social media and other marketing materials
- other farm related tasks as needed

**The above is intended to describe the principle responsibilities, outcomes and the associated requirements. It is not intended as an exhaustive list of all aspects of the job. For further information, questions, comments or concerns please email us at info@bardwellfarm.com and/or visit our website bardwellfarm.com*