



Assistant Farm Manager

Bardwell Farm is seeking motivated people to assist with our retail farmstand and farm production areas. Individuals must be able to carry out excellent customer service skills, work independently on a variety of tasks, and perform some manual labor in various weather conditions. Individuals must also be sufficient with task management, organizational skills. They must be willing to learn, collaborate, and grow with our small but busy farm.

This position is meant to work under the farm manager on a variety of tasks associated with overseeing and implementation of work on our retail farmstand, wholesale operations, farm and food safety plans. As well as day to day operation working with our production and retail staff on a variety of tasks. This is a commitment to the season, the job will be both taxing and rewarding at times.

- Full-Time, Monday - Friday
- 9:00am to 5:00pm
- April - November/December (limited hours available during off season)
- Salary \$18+ per hour (based on experience)

Requirements

- Retail and customer service experience
- Operate, maintain, and reconcile a retail tablet and cash box
- Knowledge of fruit and vegetables preferred
- 1 to 2 years agriculture, restaurant, and/or management rolls
- Quickbooks and Excel Spreadsheets experience
- Ability to implement tasks and be self driven to do tasks
- Ability to manage people, work efficiently, and multitask
- Ability to lift 50lbs
- Valid ID required

Responsibilities

- Overseeing daily farmstand operations
- Wholesale operations - gathering orders, organization, customer interactions, and delivery
- Production and harvest record record keeping
- Produce safety record keeping with CQP certification compliance
- Daily farm maintenance and crew work

Learn more about Bardwell Farm at: www.bardwellfarm.com, Instagram, Facebook, LinkedIn, and Twitter

**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*