



Chance Farm
67 Rocky Road
Bozeman, MT 59718
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Chancefarmmt.com

Packhouse Assistant

Full time: 40-45 hours/week

When: May 1st - Mid November (weather dependent)

Compensation: Starting at \$16/hr DOE

Position Summary

We are seeking a positive, detail-oriented, and self-motivated individual who will thrive in a fast-paced environment to join us in the role of Packhouse Assistant. This position primarily assists Packhouse Manager with washing and packing orders, maintaining the packhouse and cooler, and tracking produce and supplies inventory. The rest of time will be spent working on a variety of tasks including field work, and harvesting.

Responsibilities

- Assist Packhouse Manager in all aspects of washing, packing, and storing crops including; filling reservoirs for washing, processing vegetables for orders, staging orders, printing additional labels, labeling clams, organizing and tracking cooler inventory, checking packed orders for correct quantities, maintaining the cleanliness of the packhouse, clean & sanitizing work surfaces, cleaning harvest totes, and other duties as assigned.
- Assist with delegating and monitoring flow of packing
- Assist with documenting: market sheet, Harvest totals, inventory of consumable materials
- NON-HARVEST DAYS: carry out field/greenhouse work as needed when not completing wash/pack responsibilities, including early in the season
- Field/Greenhouse Work (as needed): transplanting, direct seeding, weeding with equipment and by hand, row covering crops, field clean up, pruning and trellising greenhouse crops, filling trays with potting soil, seeding, transplants, and microgreens in the greenhouse. Mowing and weed whacking and general property upkeep/maintenance. Other duties as required.

Required Qualifications

- Prior farm, food industry experience, similar fast paced work, or other physically demanding work experience.
- Experience leading a crew. Effectively communicating and delegating tasks to crew
- Experience with google sheets and docs
- Reliable transportation to the farm

Required Qualifications continued

- You must be legally authorized to work in the United States. Currently, we are not able to provide a work visa.
- **Commit to working the duration of the season.**

Ideal Candidate

- 1+ years working on 3-5 acre vegetable farms
- 1 year working in a vegetable packhouse, food processing position, food industry experience, or similar fast paced work.

Additional Details

Reports to:

Harvest/Pack Days: Packhouse Manager

Non Harvest/Pack: Production team

Work Schedule: Monday - Thursday 7am-5pm

When: May 1st - Mid November (weather dependent)

Full time: 40-45 hours/week (weather & season dependent)

% TIME SPENT: 20%harvest - 60% wash/pack -20% other duties assigned/ farm needs. Early season will be more focused on field/greenhouse work.

Compensation: Starting at \$16/hr DOE. Eligible for overtime.

Benefits

- Free high-quality, organic produce from the farm
- Gain experience to further your career in agriculture
- Working in an environment where: people take joy in their work, watch out for their fellow crew, learn and grow together

To Apply

Please submit a cover letter and resume to chancefarmmt@gmail.com and tell us about yourself; including your work/life experiences, why you're interested in this position, and why you are a great fit for this organization. Please include "2024: Packhouse Assistant" in the email subject. Please include 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.**