

## **Harvest Coordinator**

**Elmwood Stock Farm, Georgetown, KY USA**

Start Date: October 2022

Full-time, Year-round

Position reports to: Production Manager

The harvest coordinator position involves planning, communication, overseeing products and people, managing operations, and being a liaison between production and fulfillment. Leading a team, meeting goals, and measuring success are keys to success.

This is a position for someone who loves leading and communicating with others, loves responsibility and being organized, and enjoys the satisfaction of consistency. This position will encounter the occasional curveball due to working with the weather, and once trained the harvest coordinator should be able to handle it in a timely, yet cool manner.

### **Primary Responsibilities**

1. Plan, direct, and oversee the day's harvest, washing, and preparation of crops to fulfill orders in a timely and accurate manner.
  - Use standard procedures for harvesting each crop efficiently while maintaining the highest of quality.
  - Communicate with the fulfillment manager on additions/amendments to the daily harvest list, timeliness, and product specifications.
2. Lead and manage harvest teams that could total up to 9 people in peak season.
  - Coordinate with harvest team leads to meeting the goals of each day's harvest plan.
  - Harvest, wash, and pack crops alongside team members for two months each year, and as needed.
3. Update the produce availability log to inform sales.
  - Utilizing the crop plan, harvest lists, communications with the production manager, communications with harvest team leaders, communications with the sales team leader, and regular crop-field walks, the harvest coordinator logs each day's expected yield amounts of items that are available for harvest 3-10 days out.
  - Communicate regularly with the sales team leader of crop availability.

### **Additional Responsibilities**

- Complete training for product quality control and develop standard operating procedures (SOP) for harvest, post-harvest preparation, and packing.
- Continually strive to improve harvest, wash and pack efficiencies through processes.
- Look for opportunities to delegate to harvest team leaders and direct reports..
- Oversee and follow protocol for wash and pack procedures of produce year-round.
- Monitor, document, and maintain walkin cooler cleanliness and organization.
- Communicate to Production Manager opportunities to repair, maintain or upgrade equipment and facility.
- Be trained and become knowledgeable about best harvest and/or storage practices for a wide range of vegetables.
- Be trained in Good Agricultural Practices (GAP) and maintain compliance with food safety standards.
- Be trained and become knowledgeable of Organic Certification and maintain compliance from seed to harvest.

- Be motivated to adapt to changing roles as this position develops over seasons.

### **Required Skills and Attributes**

- Knowledge of produce harvesting procedures, quality standards, and yield estimating skills are not required coming into this position, as training is available.
- Possess excitement for being trained on quality standards, harvesting, post-harvest handling, storage practices, fulfillment and transport procedures, and production yields of fresh produce with an expectation to gain and retain knowledge quickly.
- Communicate in English and in Spanish.
- Positive attitude and desire to meet high expectations.
- Be a self-starter with the ability to multitask.
- Must be dependable, reliable, consistent, and on time ready to work.
- Good organizational skills.
- Ability to lead a team, assign and ensure tasks are completed, motivate, inspire, and get results.
- Ability to be led while being trained to improve management skills.
- Excellent verbal and written communications skills.
- Good interpersonal skills and active problem-solving skills.
- Ability and willingness to be flexible and respond to changing circumstances and expectations.
- Able to maintain a polite, empathic, and professional attitude and manner.
- Ability to listen actively and accurately take in and record basic information simultaneously.
- Ability to thrive in a highly dynamic and fast-paced team setting.
- Reliable attention to detail on a consistent basis.
- Ability to recognize quality and strive for excellence in product quality.
- Technological skills: computer, printer, Google & Microsoft Office applications, and ability to learn more.
- Ability to lift and carry loads of up to 50 lbs.
- Ability to work in all weather conditions, including precipitation, heat, humidity, and cold.
- Driver's license valid in the state of KY or consistent and reliable means to get to and from work.
- Adherence to company employee manual and terms of employment policy.

### **Compensation and Benefits**

- Health insurance and workers compensation insurance.
- Retirement with employer match.
- Paid time off (8 days annually for new employees.)
- Chef-prepared home-cooked lunch each workday.
- 10-50% discount off eggs, meats, and surplus items.
- Mini size CSA produce share.
- Compensation of \$18 per hour.
- 60-day performance review.
- Professional development.
- Satisfaction of performing meaningful work providing nutritious, wholesome, and safe food to individuals and families that are appreciative and dependent on what you do each day.
- Gain experience working in the commercial production and sales of USDA Certified Organic products.
- Elmwood Stock Farm observes three paid holidays. Due to the perishable nature of foods the farm produces and distributes, the farm is not closed on other holidays.