**Job Description**

Minto Island Growers is seeking applicants for a Market Harvest Manager and day-of Market Manager for the 2017 production season. The manager will work with the Farm Owners and Harvest Manager to execute the Salem Saturday harvest and management of the Salem Saturday Market booth each week. Friday harvest days begins at 7 am and end between 4:30 and 5:30 pm depending on the harvest abundance and seasonality. Market harvester will manage the pick-list and help pick and process over 40 different vegetable crops. Experience in diversified, direct-market farming operations is desired but not required. Market days begins at 6:00 am and end between 4:30 and 5:30 pm. The Market Manager will be in charge of creating seasonal produce displays, doing monetary transactions through Square, communicating with customers about utilizing and enjoying a diverse array of produce, sharing information about the farm, and generally providing excellent customer service to a dedicated market clientele. Market Manager will also oversee one additional market staff. Retail or customer service experience and design and display talents are preferred but not required.

**About the Farm**

Minto Island Growers is a 50 acre diversified farm and nursery located in South Salem next to Minto Brown Island Park. MIG is co-owned and operated by Chris Jenkins and Elizabeth Miller who began to lease the land owned by the Miller family in 2008 and began transitioning to certified organic, diversified vegetable production. Farm-grown produce is sold through a 250-member CSA, the Salem Saturday Market, an on-site Farm Stand and other local outlets. Five acres of blueberries opens for U-Pick in July and a Farm Food Cart located at the Farm Stand provides seasonal, farm-sourced lunches for customers. Other nursery projects include native plant, mint, and poplar propagation as well as maintaining our ¾-acre tea plot—Oregon’s oldest and only commercial scale tea planting.

***Please visit our website for more information www.mintogrowers.com***

**Position Details**

**The Basics**

* *Employment Duration:*
  + **Start Date**: Flexible, May or June 2017
  + **End Date:** October 28th, 2017
  + Continued employment may be available in winter and spring, including Winter CSA Nov-early Feb
* *Hours per Week:* Flexible, 20-55 hours
* *Compensation:*
  + Base wage $11.00/hour; higher starting wage commensurate on experience. Performance wage increases and bonuses available
* If working ¾ to full time, one regular CSA share plus additional produce. Part-time employees have access to returns from Salem Saturday Market or Farm Stand; produce may be picked from fields after hours once crops are in abundance
  + Multi-season/year commitments are highly valued and encouraged and met with compensation increases
* *Benefits*:
* *Sick-leave:* Oregon sick-leave law of 40 hours per year for paid time off applies. One hour of paid sick time accrues for every 30 hours worked.
* *Time off:* Employees who have worked one full year receive one week of paid time off upon entering their second year of commitment to MIG. This benefit will continue to accumulate at a rate of three additional days per year accumulated after a full season working at a full time rate. Additional flexibility for un-paid personal days from November-March. Limited with restrictions during peak season April-October.
* *Health Insurance—*MIG is actively looking into health insurance options for full time employees. There is a strong possibility that we will offer plans in the 2017 calendar year with 50% of premium cost paid and options for plan upgrades by employee choice. All full time employees working more than 40 hours per week will be eligible for the health insurance benefit.
* *Bonuses*: Awarded at the end of the calendar year to employees who work for MIG for a minimum of 9 months in the calendar year at a full time rate. Bonuses amounts are awarded based on the number of seasons worked at MIG, job performance and execution, “above and beyond” mentality and contributions, and commitment to next season.
* Monetary support towards continuing education (for example conference fee paid for OSU Small Farms Conference plus consideration towards other continuing education opportunities.)
* Employee discounts on Farm Food Cart items; free drinks.

**Experience/Qualifications**

* Minimum 1 year experience working with sustainable farming operation(s); experience in management, leadership, and/or education desired
* Experience in retail or customer service strongly preferred
* Commitment to and passion for sustainable agricultural food systems!
* Ability to communicate tasks and expectations clearly
* Ability to teach and model efficient and focused work pace
* Attention to detail and quality in one’s own work and that of crew members
* Flexible and positive attitude, sense of humor, and ability to lead and inspire!
* Ability to perform strenuous physical labor on a daily basis while maintaining a leadership role
* Ability to lift 50 lbs., adaptable to adverse weather conditions
* Clean driver’s license

**Job Duties**

**Harvest Manager & Crew Leader Duties Include (but are not limited to):**

* Creating weekly market pick-lists with Farm Owners
* Along with Harvest Manager, eirecting farm crew in Friday harvest including:
  + Harvesting, processing, and packing produce for SSM
* Overseeing quality standards as defined by Farm Owners

**Saturday Market Management Include (but are not limited to):**

* Set-up and take down produce display
  + Meticulous attention to detail on display quality, consistency, and ability to adapt display weekly to highlight seasonal changes in produce
* Act as cashier provide positive customer service
* Re-stock plant starts and produce maintaining bountiful, attractive display
* Manage donations, inventory, and bin-labeling according to systems
* Unload market supplies including produce into correct cooler location

**Application Form**

*All qualified individuals are considered for employment without regard to race, religion, sex, national origin, age, martial or veteran status, disability, or sexual orientation*.

Applicant Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Checklist**

☐ Application form

☐ Resume

☐ References: 2 professional, 1 personal

☐ Farm Visit and Interview: *we will call to schedule this once your application has been processed.*

**References Section**

Professional Reference #1

*Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Company & Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Professional Reference #2

*Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Company & Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Personal Reference #1

*Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Application Due Date*: Open until filled

**Send application and checklist items with name and date in subject line to: leana@mintogrowers.com**

***Application questions may be answered in a separate attached document.***

1. How did you hear about MIG and why are you interested in working here?

2. What previous agricultural or horticultural experience have you had? (Please list the operations, duration, and any useful details such as CSA size etc.)

3. Please describe any previous experience in retail or customer service.

4. Please describe any previous managerial or leadership experience.

5. What do you plan to be doing in one year? Five years? How would you incorporate your experience at Minto Island Growers into your future plans?

6. What goals would you like to accomplish while working as a member of the MIG team? What kind of training are you looking for during your employment?

7. Please describe any physical limitations that might affect your ability to perform certain tasks. Many jobs require light to heavy lifting (50 lbs.), working in direct sun, repetitive grasping, and bending and kneeling. Severe hay fever or other allergies should also be considered. *No application will be rejected because of a condition or impairment that, with reasonable accommodation, does not prevent performance of the work.*

8. Have you ever had a job that was physically demanding and/or physically repetitive? If so, what did you do? How would you rank your endurance when performing physically demanding jobs? 1 – 5 (1 = low, 5 = very high)

9. Do you practice any regular physical training, exercise, or sport? (running, yoga, dancing, swimming, etc.)

10. Is there any additional info you would like to share about yourself?