



Farm Associate / Lead

Title: Farm Associate

Reports to: Farm Manager

Works with:

Greenhouse Staff, Waiver Job Supports, Volunteers and Interns.

POSITION SUMMARY

This farm associate position is responsible for completing day-to-day packaging and fulfillment tasks at the Jackson Hole greenhouse. All Farm Associates are expected to contribute to the success of the greenhouse and as such may be cross-trained and have responsibilities across departments as needs arise. This position encourages fast growth into a Lead position where responsibilities will include coordinating work flow, supporting employees, and ensuring completion of all packaging departmental tasks. This is a general description for the position and may be adjusted as needed.

CORE RESPONSIBILITIES

Associate Level

- Preparing and assembling all packaged products
- Tracking inventory usage
- Observing and maintaining product quality
- Communicate effectively with supervisors and associates to ensure an efficient work environment.
- Ensure that all actions are completed in a timely and satisfactory manner and are compatible with department goals.
- Contribute to larger projects of the greenhouse as assigned.
- Contribute to a fun, team-oriented, and challenging work environment in an innovative and pioneering atmosphere.
- Time tracking within our company system is required
- Do what it takes to contribute to the success of Vertical Harvest as well as promote and advocate for our company and industry

Lead Level

- Final checks on daily inventory and production numbers
- Support your department employees via coaching, trainings, and meetings as needed
- Ensure that other employees follow all standard operating procedures

- Ensure that all day-to-day departmental tasks are completed
- Ensure that the packaging and fulfillment departments run smoothly by following daily work flows and schedules

SKILLS REQUIRED

- Clear communicator
- Works methodically
- Organized
- Ability to work to concrete deadlines
- Takes direction well
- Attention to detail
- Team-player
- Independence
- Drive
- Physically able to walk and stand for most of an 8 hour day
- This position may be required to lift up to 50lbs