



## **Packing Associate 2024 (Northside Farm and Powhatan Farm)**

### **About Shalom Farms**

At Shalom Farms we believe everyone deserves access to healthy food. We are a Richmond, VA based nonprofit working together to build healthy communities by growing and sharing healthy food. The food we grow is distributed through our network of programs and partnerships in communities where access to healthy food is limited. As a team, we are passionate about addressing the complex nature of food access issues, committed to being antiracist and to understanding the systemic causes of injustice, and dedicated to bringing about meaningful change.

### **About the Position**

We are hiring for two Packing Associates—one at our Powhatan farm and one at our Northside farm. The Packing Associate is a season-long part time position that will work under the direction of the Farm Manager to implement the processes which occur post-harvest. They will be trained as to the quality of produce we expect for each destination, proper washing techniques for every crop, Shalom Farms' procedures for recording total quantities, and techniques for packing and storage of produce so that it is done neatly, efficiently, and according to the conditions which will best ensure each crop's longevity and safe transport. This position will work directly with staff and will manage volunteers to accomplish all packing needs each day.

### **Key Areas of Responsibility**

#### Packing Management (60%)

Overall day to day farm responsibilities, including those related to production and packing.

#### Volunteers (25%)

Managing and working w/crews of lead volunteers as planned and directed by the Volunteer Coordinator and Farm Manager.

#### Planning and Data Entry (10%)

Daily, weekly and monthly planning and data entry, as well as meetings.

#### Other (5%)

Cross-departmental opportunities, and other duties as assigned.

### **Details**

#### Packing Management (60%)

- Under the direction of Farm Manager, fulfill orders for distribution, including packing, sorting, cleaning, washing, and maintaining quality control.
- Keep work area clean and organized.
- Help with the general organization and upkeep of the barn and packing area. This includes inventorying packing items, maintaining routine cleaning of coolers and packing space, and keeping packing equipment and tools clean and sanitized.

- Assist with harvesting in the field when needed.
- Meet weekly with the Farm Manager and bi-monthly with the Farm Director.

#### Volunteers (25%)

- Manage volunteers, interns, and other staff in the packing area.
- Observe and communicate needs of labor to accomplish the packing of daily orders to the Farm Manager and Volunteer and Education Coordinator.

#### Planning and Data Entry (10%)

- Maintain records of produce being harvested, packed, and readied for distribution.
- Keep inventory of packing supplies and produce.
- Contribute to and participate in morning planning meetings.
- Contribute to and participate in farm staff meetings.

#### Other (5%)

- Assist with distribution of produce at Mobile Market, and join other cross-departmental opportunities as they arise.
- Contribute to and participate in relevant committee and staff meetings, trainings, etc.
- Other related assignments as necessary.

#### **Qualities**

- Interest in farming and/or non-profit direct service work.
- Strong interpersonal and communication skills.
- Can communicate well, even in stressful situations; comfortable delegating.
- Willingness to work hard in difficult weather conditions.
- Recognizes produce availability changes and ability to adapt accordingly.
- Ability to multitask.
- Detail oriented and highly organized.
- Commitment to social justice, anti-racism and the abolition of white-supremacy.
- Values diversity and enjoys working with diverse groups.
- Ability to work both with groups and alone.
- Ability to take initiative and work in a fast paced environment
- Ability to lift 50 lbs. or more repeatedly.

#### **Must Have**

- Packing experience and/or farm related experience
- Basic math skills.
- Ability to be on feet all day

#### **Nice to Have**

- Some farm and/or non profit experience, or a combination of both.
- Supervisory/management experience
- Experience working with diverse groups, including ability to reach across racial, ethnic, generational, socioeconomic, rural/urban, and religious lines.

**Compensation**

This is a seasonal, 20 hour/week position, Monday-Thursday mornings to early afternoon. It begins in Mid-April and runs to the first week of December. The rate of pay is \$17/hour. Paid leave and paid holidays will be provided. And lots of farm produce!

**How to Apply:**

To apply for this position, please send a (brief) letter of intent, resume, and 2-3 references to [info@shalomfarms.org](mailto:info@shalomfarms.org). If you have a preferred farm site (Powhatan or Northside), please be sure to indicate that in your application. Applications accepted on a rolling basis until the position is filled.

Our Northside Farm is located at 1311 Westwood Ave, Richmond VA 23227

Our Powhatan Farm is located at 2676 Venita Road, Midlothian VA 23113

For more information, feel free to email, visit our website [www.shalomfarms.org](http://www.shalomfarms.org), or find us on Facebook and Instagram (@shalomfarms).