



**BOLDLY  
GROWN**  
— FARM —

Boldly Grown Farm  
8855 Ershig Rd.  
Bow, WA 98232  
jobs@boldlygrownfarm.com  
@boldlygrownfarm

## **Job Title: Harvest Manager**

**Reports to:** Amy Frye & Jacob Slosberg, Owners & Farm Managers

**Status:** Hourly, non-exempt, ongoing

**Schedule:** Full-time year-round

**Start date:** Flexible; between February-April 2023

**Location:** Bow, WA

**Compensation:** \$20-\$30/hour (\$41,600-\$62,400/year), in line with experience and qualifications

**Benefits:** Outlined below

**About BGF** Boldly Grown Farm is a certified organic mixed vegetable farm located in the beautiful Skagit Valley of Washington State. 2023 will be our 9<sup>th</sup> season in operation, and we'll be growing approximately 32 acres of vegetables plus grains, flowers and seed crops. We sell year-round with a focus on fall and winter crops. Our primary customers are retailers and wholesale distributors throughout the Pacific Northwest. We also operate a ~275-member winter CSA program and have a farm stand on site. We utilize scale-appropriate machinery to save time, reduce wear and tear on our bodies and increase efficiency and productivity.

BGF is owned and operated by Amy Frye and Jacob Slosberg, with day-to-day operations overseen by a team of experienced managers and leads. Our team consists of the owners as well as 6-14 employees depending on the time of year. We take pride in our high-quality products, and we love growing a lot of food and feeding our region!

## **Position Summary**

**We are seeking an experienced and highly organized individual with a positive attitude and excellent communication and prioritization skills to join us in the role of Harvest Manager.**

The Harvest Manager plays a critical leadership role in motivating the crew and keeping harvest and pack shed operations organized and moving efficiently in order to get products from the field to our customers. They are responsible for overseeing all workflow and tasks related to harvest, wash, pack and sales. This includes assessing harvest readiness, forecasting product availability, communicating with wholesale customers, order intake, and communicating harvest and pack shed priorities to the team. The Harvest Manager works with and mentors the Harvest Lead and Pack Shed Lead in carrying out daily harvest and pack operations, setting the pace for the crew and ensuring that tasks are done efficiently, effectively, safely and in compliance with our food safety plan while maintaining high quality standards.

The Harvest Manager supervises the Harvest and Pack Shed Team (approximately 4-8 people depending on the time of year) including the Harvest Lead and Pack Shed Lead. They collaborate closely with the Production Manager, CSA Coordinator and owners to ensure the entire operation runs smoothly. At times, especially in the spring/early summer, the Harvest Manager may flex to assist with other farm tasks.

Our operations are fairly mechanized, however farm work still involves long hours spent standing, bending, squatting and kneeling in all weather conditions while carrying out repetitive tasks.

## **Job Duties**

- Supervise Harvest and Pack Shed Leads and Teams (4-8 direct reports), providing clear delegation of harvest and pack shed tasks and priorities to achieve order fulfillment accurately, on-time, and to high quality standards
- Supervise and train team members in proper harvest and packing techniques and equipment use, maintain organized and efficient workflow, and communicate pace expectations, quality standards and food safety protocols
- Monitor crops, assess harvest readiness, forecast upcoming availability and plan for harvest
- Maintain relationships with wholesale customers: send weekly fresh sheets, receive orders, create invoices, coordinate order delivery/pick-up, and relay feedback to the team
- Create master harvest and packing lists for team based on orders and inventory needs
- Oversee CSA box packing and delivery
- Work with Pack Shed Lead to manage cooler and dry storage inventory
- Harvest, wash & pack vegetables with the crew as needed
- Member of Food Safety Team: conduct employee food safety trainings, ensure harvest and pack shed activities are in compliance with our food safety plan, provide corrective actions as needed, assist with ongoing documentation/refinement of harvest and pack shed SOPs, and set a good example for the rest of the team regarding food safety practices and protocols
- Work with leads to maintain harvest and food safety logs
- Anticipate bottlenecks in harvest and pack shed activities, proactively problem solve, make and implement recommendations for improvements to existing systems
- In conjunction with the leads, maintain inventory of harvest and pack shed supplies/tools
- Keep facilities, equipment and tools clean, organized and in working order
- Maintain regular communication with Owners, Production Manager and CSA Coordinator
- Conduct regular check-ins and performance reviews with direct reports
- Other duties as required

## **Preferred Qualifications**

- 3+ years commercial vegetable farming experience
- Leadership/management experience, ideally on a commercial vegetable farm
- Positive attitude and flexible; able to adapt to shifting priorities and conditions in a fast-paced environment
- Excellent time-management, prioritization, organizational and problem-solving skills; able to balance urgent/immediate tasks and needs with longer-term goals and priorities
- Strong communication and interpersonal skills; can interact with diplomacy and professionalism with all kinds of people
- Able to give and receive positive and constructive feedback in a professional manner
- Strong self-management skills; ability to keep calm under pressure and under deadlines and set an example for the crew
- Strong work ethic and positive attitude; able to keep up morale of both self and crew throughout long days and hard work
- Good judgment; resourceful
- Able to work long hours in any weather and lift 50+ lbs repeatedly
- Valid driver's license, clean driving record (you will be added to our commercial vehicle insurance) and access to a cell phone
- Tractor/forklift operation experience
- Fluency in English required; proficiency in written and spoken Spanish a priority
- Mechanical/repair skills/aptitude a plus

### **Additional details**

- Approximately 35-50 hours/week depending on the time of year with the possibility of reduced hours or extended time off from Feb-April if desired
- Potential for a Monday to Friday or Sunday to Thursday schedule
- Our typical day is 8:00-5:00 with occasional longer days; start time may shift earlier or later depending on weather and other factors. The Harvest Manager may need to be available for some customer communication outside of normal business hours.
- This is a permanent, ongoing position; priority will be given to candidates who are interested growing with our farm in the coming years and willing to make a 2+ year commitment

### **Benefits**

- Paid vacation and sick time (each accrued at 1 hour per 40 hours worked)
- Overtime pay (time-and-a-half above 40 hours/week)
- Time-and-a-half for hours worked on holidays
- Access to Washington's Paid Family Medical Leave benefit
- Free high-quality, organic produce from the farm and 25% discount on farm stand products
- Ongoing training and professional development, including access to professional development funds
- Monthly cell phone stipend

**To Apply** Please email [jobs@boldlygrownfarm.com](mailto:jobs@boldlygrownfarm.com) and tell us about yourself, including your work/life experiences and why you're interested in and a great fit for this position. You may submit a cover letter and resume or provide this information in another format. Please include "Harvest Manager: *Your Name*" in the email subject. *If you are interested in other open positions, please submit one application and indicate in your email or cover letter the positions you're applying for.* Please include contact details for three professional references (references will not be contacted without your permission).

**Applications will be reviewed as they're received, so we encourage interested applicants to apply as soon as possible.** Position open until filled. All qualified individuals are encouraged to apply.