



Fulfillment Crew Member

Packing Crew Member

Full and Part-Time, Seasonal (Anticipated length of position: January – April 2021)

Weekends and Evenings

Wage scale 6: \$13.00 - \$17.00 per hour

Position Summary:

High Mowing Organic Seeds is a leader in the organic seed, farming, and food community. We value our unique opportunity to meet the growing demand for professional-quality organic seeds. We are currently looking for crew members to pack, pick, and ship seed and related products.

The ideal candidate is a detail-oriented individual with good communication skills and a team-player mindset. Candidates will need to be comfortable lifting up to 50 pounds frequently, being on their feet most of the day, using handheld scanners, computers, and measurement tools, and performing fine motor tasks efficiently and precisely. Evening and weekend availability are a must.

Reports to:

Fulfillment: Fulfillment Operations Manager

Packing: Packing Crew Supervisor

Fulfillment Responsibilities:

- Develop competency in picking, packing, and shipping customer orders using a handheld scanner.
- Stock shelves
- Sort pick lists for efficient picking and shipping
- Assist in the loading and unloading of trucks/shipments as directed.
- Support department activities, including but not limited to setting up shelving, assembling carts and stock ladders, rearranging equipment and workstations, culling pallets, etc.
- Participate in the Fulfillment Zone Sanitation Plan protocols, including but not limited to disinfecting surfaces, vacuuming, sweeping, dusting, and taking out the trash, and recycling
- Assist in labeling inventory
- Assist in data-entry projects as needed
- Assist in seasonal and ongoing departmental projects, such as but not limited to sorting through returned retail seed packets and grouping them by crop type, building Donation Packets, building Seed Rack displays, breaking down stock boxes, etc.

Packing Responsibilities:

- Develop competency in pulling, packing, and bundling seed using a variety of machines and tools
- Retrieve and return seed from/to appropriate locations
- Follow specific written instructions and packing protocols to fill seed into packets and record accurate information on work orders
- Compute weight conversions and perform basic math
- Safely use a variety of tools, such as calculators, scales, stopwatches, bag sewers, seed packing machinery
- Report maintenance needs and communicate issues or concerns with crew leads for efficient resolution
- Clean and restock workstation with needed supplies
- Clean bulk room if asked

Desired Qualifications:

- Must be able to lift boxes or bags weighing up to 50 lbs
- Must be able to stand and walk for most or all of your work shift
- Must be able to perform fine motor tasks efficiently and precisely
- Must pay attention to detail and perform detailed tasks
- Must be able to display basic computer skills
- Must maintain a positive attitude
- Must be able to accept constructive input from department manager and co-workers and make honest attempts at improving performance and competencies

To Apply: Email resume and cover letter to jobs@highmowingseeds.com. Please put the job title (Fulfillment Team Member or Packing Team Member) in the subject line. No phone calls please.