

Three Creeks Produce

Position Title: Packhouse Lead

Location: Groveport, OH

Reports to: Farm Manager (Owner)

Compensation: \$15/hr

Hours & Duration: full-time; seasonal (May-Oct)



About Three Creeks Produce

Three Creeks Produce is a diversified organic farm in central Ohio, raising several acres of certified organic vegetables, herbs, and fruit. The core of our business is Columbus-area restaurants, catering companies, and specialty grocers/food hubs. We do not operate a CSA, farmstand, or participate in any farmer's markets at this time.

About Our Team

The two owners of Three Creeks Produce are both first-generation farmers with deep commitments to sustainable agriculture, ecology, and the cultivation of farming as a viable career option. Their labor is supplemented in the busiest parts of the growing season by 3+ full-time farm crew members and several part-time crew members. While we strongly believe that every person on this farm is a key player, we have found that areas of ownership and specialization for our full-time positions lead to personal growth and a more efficient farm.

Job Description

All farm crew members participate fully in the day-to-day operations of the farm described above (planting, weeding, harvesting, processing, packing, etc.). In addition to these tasks, the Packhouse Lead is responsible for taking produce from harvest to marketable final product. They will interface with the Farm Manager and other team members to determine harvest activities and quantities based on wholesale orders; oversee the washing, processing, and storage of fruits and vegetables; maintain facilities and cleanliness; fulfill customer orders with an emphasis on accuracy and quality control; and document, organize, and communicate all product inventory. This position will also be a key member of the harvest crew and will train staff on product standards. We expect this position to be 35-40 hrs a week, though natural fluctuations based on weather, timing, and production needs may occur. Full-time positions offer 40 hours of paid time off, a weekly produce share, and a gear stipend.

The Packhouse Lead is responsible for:

- Reviewing orders as they come in, confirming and communicating harvest quantities for the day/week, and projecting needs for the near future
- Preparing invoices, packaging, and labels for all products and orders
- Overseeing washing, processing, and storage of harvested crops in accordance with FSMA compliance
 - Set up harvest bins and tools and washing/packing facilities
 - Monitor water temperature and turbidity

- Product quality control
- Maintaining records and lot codes
- Tear down/cleaning & sanitation
- Conduct water tests
- Overseeing product packaging, boxing, and organization to ensure customers receive exactly what they ordered in the best shape possible
- Allocating additional personnel when needed and effectively communicating instructions
- Managing farm product inventory and organization in all coolers and other product storage areas
- Managing the farm's packhouse supplies and packaging inventory
 - Verify necessary quantities of produce boxes, packaging materials, cleaning supplies
 - Proactively notify Farm Manager if seed orders need to be placed
- Accurate documentation of harvest quantities and discarded product