

FARM OFFICE ASSISTANT & DELIVERY DRIVER

Job Description



JOB SUMMARY

Under the direction of the Farm Manager, the Farm Office Assistant and Delivery Driver has primary responsibility for assisting with the administrative functions where needed on the farm and making the majority of all farm deliveries Monday through Sunday as needed.

Specific Office Assistant & Delivery Driver Job Duties:

Administrative Assistance

- Open and close the office
- Verify and account for cash on hand
- Check and respond to emails and phone calls through farm email and phone accounts
- Keep the farm office clean and neat at all times
- Oversee the compliance of Standards of Operating Procedures pertaining to the office
- Maintain customer files, order history, and up-to-date contact information
- Prepares sales orders with timely pull sheets and invoicing through bookkeeping software
- Maintain seed inventory as directed by the Farm Manager
- Maintain required supply inventory as directed by the Farm Manager
- Maintain event calendar
- Assist in creating and distributing weekly staff schedule through farm software
- Maintain weekly CSA and Availability emails as directed by the Farm Manager through farm email account
- Update website and all social media accounts at least on a weekly basis
- Represent the farm at events, as required
- Assist Farm Manager in marketing the available produce to customers
- Communicate weekly to customers via email and/or calling about available produce
- Assist in conducting tours of the farm
- Provide updates to Farm Manager or other staff when necessary
- Assist Farm Manager when needed

Farm Deliveries

- Make all weekly farm deliveries
- Assist in preparing orders and packing delivery truck
- Drive undistracted at all times
- Maintain safe driving record and DOT physical at all times
- Maintain and update customers' delivery address as needed
- Understand and follow all driving and parking regulations while on duty
- Understand and follow GPS directions

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Other Duties

- Clean, display, and maintain a fresh display of seasonal produce available at the farm for sale to the public
- Keep signage at the farm up-to-date
- Clean out items for composting
- Make sure pricing of produce is listed appropriately
- Assist in production or harvesting when necessary
- Other duties as determined by needs of the company owner and/or farm manager.

Skills/Qualifications:

- Trustworthy
- Possess basic business and above average computer skills
- Good verbal and well written communication skills
- Ability to lift 40-50lbs
- Ability to work outside in all types of weather
- Ability to pass a DOT driving physical
- Ability to work Monday through Sunday as needed
- Possess above average understanding of Microsoft Office software and computer skills
- Possess a valid Georgia Driver's License and appropriate vehicle insurance
- H.S. Graduate
- Prior Customer Service experience
- Ability to comprehend established farm and office routines and policies
- Detail oriented, good organizational skills and multi-tasking abilities
- Communicating in Spanish, a plus
- Experience in QuickBooks, a plus
- Prior farming experience, a plus

Personal Qualities:

- Ability to communicate well via email, phone, internet, and in person
- Can be trusted with confidential information
- Can effectively act as a liaison between customers and the farm
- Clean, neat, and friendly appearance
- Have a strong work ethic, need minimal supervision, and a positive attitude
- Excellent interpersonal skills and ability to work well with all levels of management and other employees
- Non-smoker (this is a USDA certified work environment)

Supervisory Relationship:

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Reports to farm owner, farm administrator, and farm manager