

**NTG PRODUCE PACKER/LABORER** The purpose of this Job Description is to outline the responsibilities of a Head Produce Packer/ Laborer (PPL), to define the areas of review to be covered during a performance evaluation, and to list the minimum requirements for filling this position.

## **RESPONSIBILITIES**

In summary, the PPL shall report to the Greenhouse Manager (in his/her absence the Head Produce Packers), Human Resource Manager, and the Executive Director or the Authority designate as the source of instruction and shall have overall responsibility for the packaging of product including: tracking inventory, cleaning, transplanting, seeding, and fertilizer. This will include: preparation of daily inventory sheets, waiting on customers, taking orders for delivery, following USDA guidelines, and notifying the Greenhouse Manager when supplies are needed. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the position.

## **SPECIFIC DUTIES**

The Head PPL shall have the following responsibilities:

1. Complete purchase orders.
2. Take inventory of product in the cooler.
3. Package product needed for the day including inspecting product as it is packaged to ensure quality.
4. Maintain cleanliness of materials and facility used for growing in compliance with USDA standards and procedures.
5. Ensure that all paperwork needed is filled out completely and accurately
6. Make sure all orders are correct before the truck leaves each day.
7. Assure proper seeding and transplanting take place.
8. Wait on customers and assist with tours as needed.
9. Maintain a clean and neat appearance, remembering that you are often the first impression that a customer has of the NTSWA and the Greenhouse.
10. Maintain, wear, and replace when required ALL safety equipment issued by the NTSWA for the carrying out of work responsibilities. These include but are not limited to: ear protection, eye protection, dust mask, gloves, ECT.
11. Identify insects and notify Greenhouse Manager or Supervisor of any problems.
12. Adhere to all policies and procedures set forth by the Northern Tier Solid Waste Facility including the Code of Employee Conduct and Code of Ethics
13. Other duties as assigned by Greenhouse Manager, Human Resource Manager, and Executive Director.

## QUALIFICATIONS

1. High school Diploma or its equivalent.
2. Previous customer service experience (Preferred)
3. Must be organized, detail-orientated, dependable, and persistent.
4. Excellent time management, organizational and multi-tasking skills.
5. PA Drivers License and must meet pre-employment MVR check in accordance to NTSWA policy.
6. Must be able to lift up to 25 pounds and be able to bend, twist, push and pull as required for packaging and harvesting of product and cleaning of materials and facility. Must be able to physically stand for extended periods of time on concrete flooring.
7. Must pass pre-employment drug test and participate in random, post accident and reasonable suspicion drug testing.
8. Be a reliable and conscientious employee.
9. Ability to communicate effectively both verbally and in writing and work as part of a team.

Date Reviewed with employee: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Foreman Signature: \_\_\_\_\_

\*\* At will employment status: This job description is not intended in any way to create, and does not create, a durational term of employment or an employment contract, express or implied, between the employee and the Northern Tier Solid Waste Authority. Nor does it limit or restrict NTSWA with respect to the creation or termination of relationships with its employees. As an employee-at-will, employment with NTSWA may be terminated at any time, with or without cause and without notice by the employee or the NTSWA.

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