

Bluebird Grain Farms in Winthrop, WA is seeking a full-time **Packaging Room Coordinator**

Bluebird Grain Farms is a certified organic “plow to plate” grain producer located in Winthrop, Washington. We specialize in the production and sourcing of ancient grains such as Emmer Farro and Einkorn Farro, and also heirloom wheat and rye. We clean, mill and package our products in our granary for both retail, CSA, wholesale, and distributor markets.

I. Position Description

We are currently seeking a full-time **Packaging Room Coordinator (PRC)** who is responsible for running Bluebird’s packaging room to fill and ship weekly retail, wholesale, and distributor orders. The PRC is responsible for updating and editing labels and ensuring accurate information is applied to all product packages. Filling includes physically repetitive movements and the handling of 1-5 pound packages for several hours at a time. Packaging and shipping involves moving and stacking between 25 and 50 pound packages.

The ideal candidate will have basic knowledge of word processing and computer skills and the ability to multi-task and prioritize competing tasks during busy times. The packaging room coordinator is responsible for the use and maintenance of small equipment including a conveyor/heat sealer.

We are looking for a motivated individual who is looking for long-term employment on a growing team. This position is fast-paced and requires excellent problem solving skills as well as the desire to work as an important element of a small team.

Responsibilities Include:

- Filling and shipping all direct retail, CSA, and prepackaged wholesale and distributor orders
- Stocking the shelves at local retail establishments
- Stocking the shelves and cabinet in the packaging room
- Ensuring that packaging supplies are reordered and stocked as necessary
- Maintaining cleanliness and organization in the Packaging Room
- Managing the labelling of all bags.
- Following and maintaining FDA guidelines and Bluebird’s food safety practices for food processing, packaging.
- Working directly with customers to answer questions
- Taking and processing customer orders via phone/internet.
- Assisting granary operators with occasional tasks and training on granary equipment

Requirements:

1. A positive attitude and ability to respectfully communicate with co-workers, operations manager, and owners.
2. Ability to remain focused and efficient while performing repetitive tasks for several hours at a time, including applying labels to bags, filling and sealing bags with whole grains and flour, and assembling cardboard case boxes.
3. Ability to repeatedly lift 1-5 pounds for extended periods, and regularly lift between 25 and 50 pounds.
4. Ability to work in a standing position for extended periods of time.
5. Good personal hygiene and willingness to follow food safety requirements.
6. Ability to manage time and meet deadlines with minimal supervision.

II. Other Information

1. This position is full-time and requires approximately 30-40 hours per week.
2. Though the position requires a minimum of 4 days a week, there is some flexibility around scheduling.
3. You will be asked to use your personal vehicle for work duties (local deliveries). Bluebird will compensate you for any business use of your vehicle.

III. Compensation

1. The position starts at \$17 per hour, DOE. There is strong potential for growth and performance-based wage increases.
2. 15 pounds/month allowance of bulk Bluebird products for personal use, plus option to purchase retail products at wholesale price

Position is open until filled. If interested, please submit a brief cover letter explaining why you are a good fit for this position (approx 300 words), your resume that includes contact information, and two references to easton@bluebirdgrainfarms.com.

No phone calls please. Serious inquiries only; candidates looking for a long term, stable work environment will have priority.