

Job Title: Packaging & Order Fulfillment Associate

Location: Bluebird Grain Farms / 19611 Highway 20 / Winthrop, WA 98862

Contact: Gavin Gregory gavin@bluebirdgrainfarms.com

Position Overview:

Are you a reliable team player ready for a stable, year-round job? Join our growing organic grain company and help us bring our premium products to a growing customer base. In this role, you'll take hands-on ownership of packaging our premium products, fulfilling customer orders accurately and managing our inventory. We seek strong communicators with basic computer skills, the ability to perform repetitive motions (standing & lifting), and a willingness to learn. Attention to detail and the ability to work both independently and as part of a team are also key. Join us!

Work Schedule:

- Monday through Friday, 8 a.m.– 4 p.m. (40 hours per week)
- Weekends and most federal holidays are off

Key Responsibilities:

Packaging & Shipping:

- Package grains and flours in branded sizes (1-5 lbs for berries, 2-4 lbs for flours)
- Operate All-Fill flour scales, weigh-and-fill scales, and band sealers
- Build and fill USPS and UPS shipping boxes and prepare pallets for shipment
- Manage packaging inventory, create case boxes, and label and wrap pallets for delivery
- Complete detailed daily cleaning in accordance with industry and food safety certification requirements

Inventory & Documentation:

- Track and manage raw and finished product inventories at a high degree of accuracy
- Maintain supply inventory and complete required lot documentation
- Utilize Google Docs and email for daily communication and reporting on order statuses, daily operations and documentation for audit/quality requirements

Customer Interaction & Forklift Operation:

- Complete forklift safety training and operate forklifts safely
- Assist walk-in customers and process retail transactions using Square POS

Requirements:

- **Attention to Detail:** Follow standard operating procedures (SOPs) and documented packaging steps precisely, asking questions when needed
 - **Strong Communication:** Communicate clearly and effectively both verbally and in writing, and able to listen carefully to instructions and feedback
 - **Mechanical Aptitude:** Ability to identify and troubleshoot basic equipment issues and execute changeovers or adjustments
 - **Computer Literacy:** Experience working with basic computer programs and Google Workspace tools, and demonstrated ability to type accurately
 - **Physical Endurance:** Ability to repeatedly lift up to 25 lbs and complete repetitive motions (e.g., scooping, sealing, stacking) while standing or sitting for long periods
 - **Workplace Hygiene:** Maintain personal hygiene to meet food-grade facility inspection standards
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Expectations:

- Achieve full proficiency in all packaging and fulfillment systems within six months
 - Function independently to run daily packaging and fulfillment operations effectively when needed
 - Consistently deliver high-quality work while maintaining reliability and a demonstrably positive team attitude
 - Strictly adhere to all schedules, punctuality requirements, and established company standards.
 - Successfully meet or exceed established goals to qualify for a potential pay increase
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What We Offer:

At Bluebird Grain Farms, we value honesty, consistency, and employee well-being. We are committed to creating a positive and supportive and long term work environment for all team members.

Wage: Wage will be paid on an hourly basis, employees are paid every two weeks on Friday. Wage will range from \$20.00-\$24.00 per hour depending on experience and qualifications.

Benefits: Up to 40 hours of paid vacation time, annually. Accumulated paid sick and family leave. Retirement plan options after 6 months of successful employment. Up to 15 lbs of Bluebird Food Products per month for home use.

How to Apply:

If you're excited about sustainable food production and eager to join a small but mighty team that values quality and integrity, we'd love to hear from you!

1. Please send a resume with a cover letter stating your interest to gavin@bluebirdgrainfarms.com or mail to Bluebird Grain Farms ATTN: Gavin Gregory / 19611 Highway 20 / Winthrop WA 98862
2. Complete the following [Google form](#) job application.

Resumes and cover letters should include the following information:

Cover Letter: Please provide a one-page letter stating your interest in the position and how your background will set you up for success in the role.

Resume: Please include key information on your experience and education, including the below aspects.

Education:

- List all relevant degrees, certifications, or academic achievements
- Include the name of the institution and the dates attended

Work Experience:

- List positions chronologically, starting with the most recent
- Include the employer's name, your job title, and the duration of employment (months/years)
- Optionally, you can add 1-2 bullet points highlighting major accomplishments in each role

Skills:

- List relevant skills, such as technical abilities, language proficiency, or specialized tools
- Include soft skills like teamwork or problem-solving if appropriate for the role

Certificates and Licenses:

- List any certifications that are relevant to the role, such as forklift operation or food safety training
- Include the date of issue and, if applicable, the expiration date