



Driver / Runner & Packhouse Team Member Job Description

Apricot Lane Farms is a 214-acre organic and biodynamic farm located 40 miles north of Los Angeles and 20 miles east of Ventura in Moorpark, CA. We are looking for an experienced **and professional Packhouse Team Member**. The Packhouse Team Member is responsible for helping pick, sort, pack all produce that comes from the orchards and gardens. In addition to this, the Packhouse Team Member will help pack and fulfill orders and be responsible for the basic upkeep of the packhouse area.

Job Duties:

Packhouse

- Picks produce from orchards and/or garden for packing as needed
- Document all incoming produce and product accurately
- Sort, grade, wash and pack all produce
- Maintain quality assurance on all packed products
- Maintain safety procedures and sanitation guidelines
- Assist with tracking and testing of produce
- Fulfill orders
- Assist with Merchandise Fulfillment as needed
- Responsible for loading and unloading vans in preparation for the farmers market, set-up at the farmers market, loading and unloading vans at the end of farmer markets
- Maintain clean equipment at all times
- Conduct inventory and order supplies as needed

Driver / Runner

- Assisting our sales department by delivering produce 1-5 days a week.
- Basic vehicle maintenance (wash and gas)
- Deliver livestock and chickens (F350 towing a 16' livestock trailer)
- Pickup of meat from the butcher
- Assist Sales Staff, Farm Mechanic, Maintenance Staff, and Events Staff by running for needed parts or materials.
- Assist Sales Team with various tasks including, but not limited to, picking, packing, sorting, fulfilling orders, loading and fulfillment
- Other duties as requested

Requirements:

- Valid Driver's License with clean driving record (Required by Insurance company)
- Able to effectively communicate and interact with all levels of the organization
- Able to effectively communicate and interact with all customers
- Willing to walk up hilly and steep terrain
- Detailed and process oriented
- Able to follow instructions and follow-through



- Able to escalate issues to immediate supervisor
- Work Shift: Monday through Friday 7:30am – 4:00pm (may vary from time to time)
- Willing to work on weekends if necessary, schedule may adjust over time

Education & Experience

- High School Diploma or GED

Benefits

- Competitive Health Benefits (including Flexible Spending Account) 401K with Employer Matching, Paid Sick Time, Paid Vacation, Paid Holidays and Employee Discounts