

# Orr's Farm Market

<b>Job Title:</b>	Tractor Driver/Retail Worker/Tour Guide		
<b>Department/Group:</b>	Farm Market		
<b>Location:</b>	Orr's Farm Market	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$9.25/Hour	<b>Position Type:</b>	Part-Time/Seasonal
<b>HR Contact:</b>	Katy Orr-Dove	<b>Date posted:</b>	Spring 2016
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	December 31, 2016
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (304) 263-1153 or <a href="mailto:info@orrsfarmmarket.com">info@orrsfarmmarket.com</a> Subject Line: Tractor Driver Application 2016 <b>Attention:</b> HR Department		<b>Mail:</b> Katy Orr-Dove Orr's Farm Market P.O. Box 906 Martinsburg, WV 25402	
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
Customer Service:			
<ul style="list-style-type: none"> <li>● Greets/Acknowledges Customers in a Friendly Manner</li> <li>● Makes Customers Feel Important Over Other Tasks</li> <li>● Balances Work that Needs Done With Customer Interactions</li> <li>● Willing to Go the Extra Mile for Customers</li> <li>● Learn About Orr's Farming Practices and Share With Customers</li> <li>● Fill Customer Orders in a Timely Manner</li> </ul>			
Produce Responsibilities:			
<ul style="list-style-type: none"> <li>● Sort/Wash Produce Correctly</li> <li>● Sort/Wash Produce at an Adequate Speed</li> <li>● Learn and Follow Food Safety Regulations</li> <li>● Stay Current on Pick-Your-Own Status and Communicate Correctly to Customers</li> <li>● Check In and Put Away Produce and Other Orders</li> <li>● Create Attractive Displays With Correct Signage</li> </ul>			
Other Tasks:			
<ul style="list-style-type: none"> <li>● Complete Tractor/Wagon Preoperational Checklists</li> <li>● Operate a Tractor/Wagon Safely with Passengers</li> <li>● Be Flexible and Willing to Learn New Skills</li> <li>● Help with Events and Festivals.</li> <li>● Participate in Evening Bonfire Hayrides or Tours</li> <li>● MOTIVATION and HUSTLE are musts!!!</li> </ul>			
<b>Qualifications and Education Requirements</b>			
Must be able to work May-November 1 <sup>st</sup> . Weekends are required. Must be at least 18 years old. Must be able to lift 50 lbs. repetitively. Must be able to work on your feet all day. Knowledge of Fruits and Vegetables and how to use them is required.			
<b>Preferred Skills</b>			

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Tractor Driving Experience is preferable, but will train the right employees. First Aid certification is helpful, but will train. Friendly nature that can work in a group setting or independently.			
Reviewed By:		Date:	
Last Updated By:		Date/Time:	