POSITION TITLE: **Production Team Member (PTM)**

DEPARTMENT: **Operations- Production Division**

REPORTS TO: **Production Manager (PM)/Director of Operations (DOO)**

CLASSIFICATION: **Hourly Non-Exempt**

SUPERVISES: **0 Direct; 0 Indirect**

DATE: **October 1, 2020**

1. **JOB SUMMARY**

The basic function of the Production Team Member (PTM) is to assist in processing, packaging, counting merchandising, packing, and rack assembly activities for packaged flower bulbs, perennials, shrubs, fruits, and vegetables sales. Production Team Members are expected to work efficiently, safely, and effectively as possible. The PTM’s work activities will ensure that the goals and objectives of the Production Division of the Operations Department are met. When not performing essential duties listed below, the Production Team Member is required to perform other duties as assigned by the PM/DOO. The Production Team Member’s primary responsibilities are broken down into the following categories:

* 1. General Responsibilities
  2. Production Operations
  3. Facility Cleaning

1. **DUTIES AND RESPONSIBILITIES**

The following represents the list of essential duties and responsibilities of the Production Team Member. Other duties may be assigned at the discretion of the Production Manager.

2.1 General Responsibilities:

* + 1. Adhere to the overall company policies and procedures.
    2. Take any reasonable action necessary to carry out responsibilities of the position, so long as such action does not deviate from established company policies and is consistent with the company mission and vision and sound business judgment.
    3. Follow and maintain fire and safety regulations, ensuring all Production activities are performed in a safe and effective manner.
    4. Listen, follow directions, and ask questions as needed.
    5. Maintain an enthusiastic and positive attitude every day, focusing on can-do problem solving.
  1. Production Operations:
     1. Must follow all production policies and procedures to ensure that accurate inventory records are maintained throughout production operations.
     2. Must maintain quality of the products produced and stored by following established standards of the organization.
     3. Assist in all levels of activities that relate to processing, packaging, merchandising, packing, and rack assembly activities for packaged flower bulbs, perennials, shrubs, fruits, and vegetables sales.
        1. Dig product (flower bulbs, fruit, vegetable, shrub, and perennial plants) from field utilizing pre-digger, machine digger, and hand equipment.
        2. Move flats/pots of flower bulbs, fruit, vegetable, shrub, and perennial plants from greenhouse, field pad, and other growing locations into the building after the growing season.
        3. Count, bundle, sort, trim, label dug flower bulbs, fruit, vegetable, shrub, and perennial plants.
        4. Process flower bulbs, fruit, vegetable, shrub, and perennial plants to meet customer specifications. This involves the trimming, cutting, splitting, inspecting, and removal or dead or damaged vegetation from the above mentioned live-goods. The use of a conveyor line, knife, trimmer, pruning shears, and other miscellaneous hand equipment maybe involved.
        5. Prepare flower bulbs, fruit, vegetable, shrub, and perennial plants for storage. This process involves transferring product from the greenhouses and other growing spaces into lined storage containers (when applicable). The items must be removed from their growing containers, inspected, and counted into their final storage container. Some purchased live-goods will also need to be moved from their shipping containers and counted into lined storage containers. Items will be stored in the warehouse, warm-room, or cooler units.
        6. Stack trays, flats, crates, cases, and bins of product onto pallets. Label containers with product and remove labels from empty containers.
        7. Package flower bulbs, fruit, vegetable, shrub, and perennial plants into bags and containers (cartons, bags, etc) by hand. This is done by counting specific numbers of live-goods, putting them into a “container” adding media like dirt or woodchips to the container as applicable and then securing the container with staples, glue, tape, or other fastener.
        8. Package flower bulbs, fruit, vegetables, shrub, and perennial plants into bags and containers with the use of automated packaging equipment and machines.
        9. Use bulb packaging machines to count and package bulb or root type live-goods into foil bags. This is done by dumping trays of applicable live-goods into the machine’s hopper, inspecting the product as it moves across the sorting conveyor, selecting or writing applicable packaging specs in the machine’s computer, managing and re-filling rolls of foil onto the machine and counting packages from the machine into applicable storage containers.
        10. Apply product tags and labels to individual product as necessary (i.e. elastic tags onto fruit trees).
        11. Count and stack corrugated cases, bins, trays, flats, etc onto pallets at end of production lines.
        12. Count packaged product from packaging machines into storage containers.
        13. Fill poly bags with media and applicable live-good product with use of package machines, close poly bags with twist tie machine, and count packages into bulk boxes.
        14. Package retail merchandise by use of assembly line.
        15. Inspect product (hard-good and live-goods) for quality and health.
        16. Record and track both hard-good and live-good material loss during the manufacturing and packaging process.
        17. Glue POP hardgoods to display boxes with use of hot glue guns and other applicable attachment methods.
        18. Sticker POP artwork to merchandising bags and other salable units.
        19. Apply POP hardgoods to racks, displays, containers, and other shippable merchandise with the use of adhesive, staples, and other attachment methods
        20. Count pre-packaged product into open top boxes, cartons, cases, bins, and other containers.
        21. Sleeve packaged flower bulbs, fruit, vegetable, shrub, and perennial plants by placing them into their retail ready packaging (sleeves).
        22. Assemble racks/displays by placing open top boxes, containers, gift cartons, sleeved product, finished containers, and other retail packaging onto metal, wood, and corrugated retail racks/displays.
        23. Apply certification documents (CQCs) and other necessary information (packing slips, this rack contains labels, price sheets, load sheets, etc) onto or in retail ready racks, displays, cases, and pallets.
        24. Close cases, displays, etc with hand tape and tape machines.
        25. Move product, displays, racks, cases, cartons, bins, etc from one location in the warehouse to another with use of both hand and electric mules/forks.
        26. Pick/select packaging materials both live and hard-goods from racking with the use of ladders and mobile stair platforms.
        27. Lift product, cases, displays, cartons, etc onto pallets, racking, tables, and into storage areas. Up to 60lbs.
        28. Count, pack, and label bare-root catalog product into bags, bins, cartons, and other sellable units.
        29. Count and bundle pot and product tags and move to storage locations.
        30. Locate, count, pull and pack customer orders from product storage locations both in and out of coolers based on sales order information.
        31. Stack corrugated cases, bins, trays, flats, etc from end of shipping line to prepare for freight pick-up.
        32. Load trucks with the use of hand and electric mules.
        33. Unload trucks of hard-goods with the use of hand/electric mules.
        34. Unload trucks of bare-root live-goods by hand and with the use of hand/electric mules.
        35. Unload trucks containing packaged fruit trees by hand.
        36. Assist with inventory counts.
        37. Learning and performing proper potting/upsizing procedures and working to rate.
        38. Apply rice hulls and other weed prevention materials by hand to flats, pots, and containers.
        39. Handle and care for bare-root plants as directed by supervisor.
        40. Supervise and lead small team groups of employees to accomplish operational tasks related to packaging and fulfillment.
        41. Stage, organize, and label retail product to prepare for shipping.
     4. Follow established procedures in all areas of production operations to ensure quality standards are met.
     5. Be flexible and able to overcome obstacles.
     6. Work with integrity and accountable, respectful, dependable, and helpful to fellow team members.
     7. Work with urgency. Do not wait. Be reliable and put forth the best effort each day.
  2. Facility cleaning:

* + 1. Clean up, organize, and sanitize workspace/areas daily.
    2. Keep all work areas clean and free of debris throughout the workday to ensure the safety of you and others.
    3. Clean up machinery and packaging equipment after use daily.
    4. Wash, clean, and sanitize production equipment and tools.
    5. Maintain clean, safe, and organized production facility by washing/sanitizing, sweeping, cleaning, and removing all trash as applicable.
    6. Wash, clean, and sanitize growing containers flats, pots, etc for reuse.

1. **COLLATERAL DUTIES**
   1. Additional duties as assigned by the Production Manager (PM) and Director of Operations (DOO).

**4.0 REPORTING RELATIONSHIPS**

The following positions report to the Production Team Member:

* 1. None at this time.

1. **JOB QUALIFICATIONS AND REQUIREMENTS**
   1. Education: No formal education necessary. Experience and interest in plants is helpful but not required. Will train.
   2. Experience: 3 months of hands-on experience in a nursery environment, preferably in a greenhouse or warehouse with experience with caring for and packaging live-goods or perishable materials is preferred.
   3. Skills: Able to follow verbal directions. Detail oriented with attention to detail. Must be able to keep pace with desired output rates and be willing to take on all tasks in the area of production operations.
   4. Physical: Full use of all senses, including physical ability to stand continually, and sit, crouch, bend, reach, walk, climb and maneuver around racking/shelving, farm equipment, packaging equipment, and service areas, including outside in all types of weather conditions.
   5. Ability to lift 60 lbs. repetitively during job duties.
   6. Must be able to use repetitive motions when performing job duties.
   7. Must be willing to and dress appropriately for work in 45-90 degree Fahrenheit temperatures for extended periods of time. Must be willing to work outside as applicable to complete the above list of responsibilities.
   8. Must be willing to and dress appropriately for entering and working (for short periods of time) in building coolers where temperatures are around 34 degrees Fahrenheit.
   9. Must have reliable transportation and meet company attendance policies to maintain employment.