

OSTROM MUSHROOM FARMS

POSITION DESCRIPTION

Job Title: **Senior Harvest Manager**
FLSA Status: **Exempt**
Reports to: **Farm Operations Manager**

Job Code: **61003**
Department: **Harvest**
Last Revision Date: **9/27/2021**

SUMMARY

Maintains a 7-day per week supervisory responsibility centered upon production, picking, personnel management, maximization of crop harvesting from the time of transfer to SOB.

PRIMARY RESPONSIBILITIES

Arrive to work before the pickers to oversee the procedures of how each room is to be harvested and update forecast of daily pick.

Utilize the 4D harvest performance software to maximize your awareness of which picking team members are experiencing qualitative or other performance difficulties.

Ensure Crop reports are kept up to date

Ensure that a picker and a basket support participate in every scheduled monthly Safety Committee Meeting. Those chosen employees are required to report the minutes from the meeting to their immediate supervisors.

Communicate with Sales, Freshpack, and Shipping daily, regarding daily special harvesting orders based upon the sales expectations for that day.

Responsible for providing harvesting updates by 8:30 a.m, 11 a.m and at the end of the day.

Be sure the pickers get the mushrooms in a proper way:

- Classify the right size
- Mushrooms are picked correctly
- Don't throw product or stumps on the floor
- Check the trays for raking or over cleaned and good cleanup
- Check trays to ensure proper positioning
- Be sure cups and boxes are filled in a proper way
- Supervise the quality of each picker and let them know which areas need to improve and motivate the picker

Give warnings/disciplinary actions to any picker who do not follow the proper procedures and retrain them again, if needed.

Make sure all pickers clean their area before moving to another room.

Make sure all pickers change their gloves often.

Make sure the haulers and picking supports do their job efficiency.

Watch for any safety hazards and fill out a minor or injury report for all accidents.

Make sure the rooms are cleaned after harvesting.

Recheck harvested rooms and make note of any rooms that need to be re-harvested.

Recheck SOB to ensure pickers have properly stripped the harvested rooms.

Give clear instructions to the pickers and make sure they fully understand.

Report all injury and property damage accidents or incidents to the Safety Officer and Human Resources as soon as possible after they occur.

Maintain all packaging materials in a clean and sanitary manner, consistent with our HACCP program.

Ensure all HACCP and Food Safety Program directives are being maintained on a daily basis.

Document all requisite personnel issues such as attendance, disciplinary matters, vacation time, and performance evaluations thoroughly and turn them into HR.

Perform any other duties as assigned.

EDUCATION, REQUIREMENTS AND EXPERIENCE

2+years of management experience in similar position is preferred

High School Diploma or GED

Good written and verbal communications skills

Basic mathematical skills

Able to successfully communicate effectively

Ability to multi-task and prioritize to meet deadlines

Excellent attention to detail

Computer competency

Must be positive, self-starter, self-directed, reliable and responsible

Strong interpersonal skills and the ability to work independently and as part of a diverse team

Must have a good attitude, with a willingness to be flexible and a commitment to achieving the goals of the farm

PHYSICAL DEMANDS

This position requires significant physical ability including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting and carrying, grasping, talking, hearing and heavy visual acuity.

WORK ENVIRONMENT

This position requires work in typical farm environment and includes conditions such as the following: cold, heat, wet, humid, fumes, odors, dusts, gases, trip hazards, sharp objects, heavy objects.

HACCP: Ostrom's is a food production facility operating within a defined food safety program (HACCP). All employees are required to maintain essential basic hygiene protocols as established within the departments. It is our objective and mandate to provide our current and future customers with food products grown, packed and distributed under sanitary, wholesome and safe conditions.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.

I have read and understand the job description and agree to abide by its contents.

Signed: _____ Date: _____

Employee

Signed: _____ Date: _____

Manager

Signed: _____ Date: _____

Human Resources