

## **Misty Brook Assistant Dairy Processing Manager & Pack Team Member**

**Type:** 30-35hr/week Year-Round Position. Smoke Free Workplace.

(With the opportunity to work more hours.)

**Category:** Dairy Processing / Pack Team

### **OVERVIEW**

Bottling milk, separating and bottling cream, making sure the milkroom and storage areas are clean and organized, stocking the farm stand with dairy products, making sure the farm stand fridges are clean and organized, stocking other products in the farm stand, washing and packing eggs, packing grain orders, packing meat orders, inventory of incoming meats, making sure the freezers and coolers are clean and organized. On Wednesday participate in farm lunch and staff meeting.

### **OPPORTUNITY**

Opportunity to be part of a cohesive caring team and be a crucial part of Maine's local sustainable food system. This job offers year-round steady work with an opportunity to grow into more responsibilities and higher pay rate. This job is essential to providing high quality clean healthy grass-fed raw dairy to Maine families.

### **REQUIREMENTS**

Candidates must:

- Be process oriented.
- Be organized.
- Have attention to detail.
- Be attentive to cleanliness/hygiene (especially with food contact surfaces).
- Be able to lift 50+lb. (milk is heavy and we bottle a lot of it).
- Be able to work either Saturday or Sunday.
- Possess high levels of energy & self-motivation.
- Be able to work well independently and with others.
- Be able to communicate clearly with team members.
- Live nearby and hold a valid driver's license.

### **RESPONSIBILITIES**

Dress appropriately with clean clothes and good personal hygiene. Maintain a high level of cleanliness in the milkroom including all processing equipment and surfaces. Keep packaging supplies organized and make sure supplies never run out. Be able to learn and follow the closing protocol for the milkroom. Sticker egg cartons ahead of egg packing day. Stocking the farm stand. Do prep work on Saturday or Sunday for Monday morning bottling.

Must be able to:

- Be reliable and punctual.
- Follow multiple detailed instructions.
- Be observant and have attention to detail.
- Be self-motivated.
- Count and follow a spreadsheet.

### **Communication:**

- Communicate clearly with coworker(s).
- Communicate with delivery drivers & distribution manager.
- Communicate if something isn't working as it should.
- Effectively communicate observations and needs.

## **CULTURE at Misty Brook**

- Honesty
- Collaborative teamwork
- Constant improvement
- Passion for good food
- Satisfaction from good work
- Awareness of how our actions impact our teammates.
- “Can do” attitude.
- Farm Lunch – Every Wednesday we eat the food we produce together and have a meeting & discussion.

## ***SCHEDULE***

Ideally, we are looking for someone to work Monday, Tuesday, Wednesday, Friday, and Saturday (or Sunday). Monday, Wednesday, Friday are cream separating and bottling days. Tuesday is the egg wash/pack day and meat inventory day. Saturday (or Sunday) is a prep day.

## ***COMPENSATION***

Hourly position \$18-20/hr depending on reliability, organization, and cleanliness. Pay increase based on job performance and attitude. This position is year-round.

## ***CONTACT***

Send cover letter and resume to:

Katia Holmes  
Misty Brook Farm  
156 Bog Rd Albion, ME 04910  
[mistybrookorganicfarm@yahoo.com](mailto:mistybrookorganicfarm@yahoo.com)

Once we review your cover letter and resume, we will set up a phone interview. If we all feel it is a good fit after the phone interview, we will have you out for an in-person interview and farm tour.