THE ROLE:

- This position will report to the: Harvest Manager
- Travel Requirement: Yes
- FLSA Status: Exempt
- Employment Category: Full-Time

STRONG HISTORY. EXCITING FUTURE.

Bolthouse Farms is in California’s fertile San Joaquin Valley, known for high-quality consumer brands and innovative products. Bolthouse Farms is a market share leader in growing and distributing carrots. In addition, Bolthouse Farms produces and sells super-premium juices, smoothies, protein shakes and café beverages under the Bolthouse Farms brand name. In recent years, Bolthouse Farms diversified its offerings by launching a line of premium refrigerated yogurt and olive oil vinaigrette dressings. The Bolthouse Farms mission is to change the way people consume healthy foods and beverages. To learn more about the company’s mission and see the entire line of current products, visit www.bolthouse.com.

WHAT YOU’LL BE RESPONSIBLE FOR IN THIS ROLE

The Assistant Harvest Manager will plan, direct, or coordinate the management or operations of Harvest and assist in implementing budgets, business plans, and solve internal issues that arise. The successful candidate may train or supervise farm workers or contract for services to carry out the day-to-day activities of the managed operation and engage in or supervise the harvesting, financial, and asset management of company carrot harvesting equipment.

JOB DUTIES:

- Provide coaching, support, and direction to members of a working team
- Assist with trucking partners dispatch to verify the requested loads that will be covered, discuss any issues that may arise, schedule the start times for the various regions, schedule the number of loads per hour
- Analyze the Harvest Operations to evaluate performance or its staff in meeting objectives
- Assist Harvest management in preparation of harvest budgets
- Monitor the fields and scout the upcoming fields, communicate any potential changes, work with area Farm Managers for field scheduling purposes
- Ensure company policies and procedures are followed by Harvest employees
- Report and share information with the Harvest Manager to ensure they are kept fully informed on the condition of the harvest group and important factors influencing it
- Set goals, monitor work, and evaluate results to ensure that departmental and organizational objectives and operating requirements are met and are in line with the needs and mission of the organization
• Assist with the scheduling & monitoring of equipment repairs and maintenance of the harvest equipment thru the various repair facilities and vendors

• Other duties are assigned

WHAT WE’RE LOOKING FOR

Minimum Qualifications:

• Bachelor’s Degree in Business Management, Agriculture, and/or 5 + years of related experience and/or training

• Extensive experience in Agricultural Operations, preferably in harvesting of commodities

• Valid California Driver License and clean driving record

• Ability to work 75% of time in non-local areas and 25% in local areas

Preferred Qualifications:

• Knowledge of techniques and equipment for harvesting food for consumption including food storage/handling techniques

• Knowledge of tools, materials, methods and practices of tractor and farm equipment operation and maintenance

• Proficient in Microsoft Word, Excel and PowerPoint

• Must have excellent organizational skills to work efficiently

• Attention to detail in composing, typing and proofing materials

• Ability to maintain a high level of confidentiality

• Ability to undertake manual and heavy work

• Ability to cope with the physical demands of the job

Additional Required Qualifications:

• Knowledge of techniques and equipment for harvesting food for consumption including food storage/handling techniques

• Knowledge of tools, materials, methods and practices of tractor and farm equipment operation and maintenance

• Proficient in Microsoft Word, Excel and PowerPoint

• Must have excellent organizational skills to work efficiently
• Attention to detail in composing, typing and proofing materials
• Ability to maintain a high level of confidentiality
• Ability to undertake manual and heavy work
• Ability to cope with the physical demands of the job

Physical Demands:
• Work will be conducted in office, shop and farm areas
• Ability to occasionally lift up to 50 pounds
• Must be able to stand for extended period of time
• Environmental exposure-seasonal outdoor temperatures

WHAT WE OFFER
Our rich benefits packages are designed to support the health and well-being of both our eligible co-workers and their families.

• Medical
• Dental
• Vision
• Group Life and AD&D
• Voluntary Life and AD&D
• Group Short-Term Disability
• Group Long-Term Disability
• Flexible Spending Accounts
• Employee Assistance Program
• 401(k)
• Paid Time Off

EQUAL EMPLOYMENT OPPORTUNITY
We are an equal opportunity employer committed to fostering a culturally diverse organization. We strive for inclusiveness and a workplace where mutual respect is paramount. We encourage applications from a diverse pool of candidates, and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, age, national origin, disability, sexual orientation, gender identity and expression, or veteran status. We will provide reasonable
accommodations to qualified individuals with disabilities, as need, to assist them in performing essential job functions.

**REASONABLE ACCOMMODATIONS**

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. If you are interested in applying for employment with Bolthouse Farms and need special assistance to apply for a posted position, or if you believe you do not meet any of the required qualifications of a posted position due to a protected disability and would like to explore the possibility of an accommodation, please contact our Talent Acquisition team at: TalentAcquisition@bolthouse.com for additional support and guidance.

**RECRUITMENT AGENCIES:**

Bolthouse Farms does not accept unsolicited agency resumes. Bolthouse Farms is not responsible for any fees related to unsolicited resumes.

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