



## Farm Clerk

### **Position Description**

*Pono Pacific Land Management, LLC was founded with a vision of helping Hawai'i's conservation agencies and landowners. Since 2000, we have been providing specialized services to a wide variety of clients in almost every ecosystem in Hawai'i, from mountain ridgelines and forests to coastal areas and near-shore reef systems.*

*In 2019, Pono Pacific was contracted by Turtle Bay Resort to manage 468 acres of agricultural land mauka of the resort. Kuilima Farm is a healthy, vibrant farm that matches best-in-class sustainability practices alongside Hawaiian knowledge and culture. The ideal candidate will exhibit the values that steer our organization: character, humility, 'ohana (family/community-mindedness), service, excellence, and nobility. The Farm Crew Member will act in the best interest of the company, other employees, and in a fair, safe, effective, and legal manner.*

The Farm Clerk will work directly under the direction of the Farm Stand Supervisor and other Farm Specialists as well as the Farm Operations Manager. The Farm Clerk's responsibilities are to assist with the daily operations of the farm stand as well as support various components across the farm when required. They will ensure that customers have a satisfactory shopping experience by attending to guest needs and answering any questions they might have regarding the store's products and general farm operations. Farm Clerks are expected to maintain the outlook of the store by cleaning and restocking shelves, as well as be ready to occasionally work as crew for other farm team leads as circumstances require, such as during a large harvest. An ideal candidate should possess a high degree of organization, professionalism, leadership, communication, and organizational skills.

#### Specific Position Goals/Expectations:

- Greeting, interacting with and monitoring customers and assisting with the selection of merchandise.
- Preparing, displaying and organizing products in the store.
- Helping customers in billing and payment processes.
- Communicating information about products and general farmland information.
- Maintaining the outlook of the store through dusting, cleaning and restocking merchandise.
- Other responsibilities can include: planting, weeding, harvesting, operating hydroponic systems, farm maintenance and beautification, disposing of waste, washing and processing harvests for sale, supporting farm events, custodial and housekeeping duties, and more.

#### Desired Qualifications:

- Excellent verbal communication and interpersonal skills
- Exceptional work ethic and strict adherence to company policy and sales goals
- Strong organizational and time management skills with an ability to prioritize tasks
- Must be hardworking, trustworthy, and willing to learn
- Responsible and follows directions while working in small teams or independently
- Excellent communicator: openly shares observations/questions to fellow Farm Crew Members and Supervisors
- Flexible, willing to work on different teams and projects as circumstances require
- Able to pass a background check

Starting Pay: \$12.50 - \$14.00 based on education and experience.

#### Benefits:

- Health care with dental, drug, and vision
- 401(k) Plan
- Training and development opportunities

To apply, please submit a cover letter and resume to [ponojobs@ponopacific.com](mailto:ponojobs@ponopacific.com)