



Wash/Pack Lead

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 Wash/Pack Lead will act in the best interests of the company, other employees, and in a fair, safe, effective, and legal manner. This role has an opportunity to affect & interact with Hawaii's food system, local, sustainable food production, farm expansion, food hubs & co-op models, and more.

Position Summary

The worksite location is Kuilima Farm, Kahuku. The Wash/Pack Lead position is a Full Time, Non-Exempt role. The Wash/Pack Lead is primarily responsible for collaborating with partner farmers, aggregating product and fulfilling orders, food safety coordination, and general farm administration. The Wash/Pack Lead will report to Farm leadership and/or the VP of Diversified Agriculture.

Essential Duties & Responsibilities

- Partner Farmer collaboration
 - o Open communication with farmers
 - o Support farmer management
 - o Support quarterly partner farmer meetings
 - o Take minutes of meetings & summarize for distribution
- Order fulfillment & aggregation
 - o Coordinate & manage fulfillment of farm product orders & delivery
 - o Coordinate aggregation of products from on-site and off-site farmers
 - o Aim to grow success of Kuilima and other farmers
- Office Administration & Food Safety
 - o Lead food safety certification
 - o Order supplies for the farm and office as needed
 - o Assist with standard IT and security needs
 - o Provide accounting and grant support
 - o Support group visits, event coordination, and community gardens
 - o Coordinate subcontractors for various operations & development projects
 - o Take minutes of meetings & summarize for distribution
- Other duties as assigned

Physical Requirements

- Able to stand and/or walk and lift and/or carry, push and/or pull objects that weigh up to 50lbs as well as perform desk-based computer tasks
- Frequently twist, bend, stoop, squat, kneel, crawl, climb, reach or work above shoulder, or grasp forcefully



- Occasionally operate and maintain common yard and farm machinery such as lawnmowers, weed-eaters, tillers, hand tools

Work Environment

- Work is conducted in a field office environment and may require work to be conducted in non-standard workplaces
- Work is typically conducted Monday through Friday at normal business hours, but evening and weekend hours may be required to meet goals and objectives

Education, Experience, and Qualifications**Minimum Qualifications**

- Minimum of 2 years work experience in agriculture, administration, or related field
- Proficient in Google applications and Microsoft Office suite
- Aptitude for collaborating with farmers and crew members
- Able to take initiative and work independently
- Demonstrate flexibility and adaptability in a fast-paced, rapidly changing work environment
- Strong organizational skills and able to manage multiple priorities efficiently

Preferred Qualifications

- Bachelor's degree in agriculture or related field
- Prior farming experience
- Experience in sales & marketing
- Proficiency with project management software

Compensation and Benefits

Starting annual of \$60,000+ per year, commensurate with prior experience.

Benefits with Pono Pacific:

- Health care with dental, drug, and vision (100% of premium covered for the employee)
- Flexible spending accounts for medical, dependent care, and other eligible expenses.
- Vacation, sick, jury, and bereavement pay
- 401(k) retirement plan with an employer contribution
- Training and development opportunities
- A collaborative work culture with staff days to meet employees of our other companies

To apply, please submit a cover letter and resume (in a single PDF document) to

ponojobs@ponopacific.com