

# Orr's Farm Market

<b>Job Title:</b>	Tractor Driver/ Guide		
<b>Department/Group:</b>	Farm Market		
<b>Location:</b>	Orr's Farm Market	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$8.75/Hr. Training, \$10.00/Hr.	<b>Position Type:</b>	Part-Time/Seasonal
<b>HR Contact:</b>	Katy Orr-Dove	<b>Date posted:</b>	Spring 2018
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	December 31, 2018
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b>		<b>Mail:</b>	
(304) 263-1153 or <a href="mailto:info@orrsfarmmarket.com">info@orrsfarmmarket.com</a>		Katy Orr-Dove	
Subject Line: Tractor Driver Application 2018		Orr's Farm Market	
<b>Attention:</b> HR Department		P.O. Box 906	
		Martinsburg, WV 25402	
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
Tractor Tasks:			
<ul style="list-style-type: none"> <li>● Complete Pre-operational checklists</li> <li>● Operate Tractors full of guests for tours, festivals, and field trips</li> <li>● Drive in a safe and timely manner</li> <li>● Take field trip groups to the patches</li> <li>● Oversee that rules and safety precautions are followed by guests while in the patches</li> </ul>			
Customer Service:			
<ul style="list-style-type: none"> <li>● Greets/Acknowledges Customers in a Friendly Manner</li> <li>● Makes Customers Feel Important Over Other Tasks</li> <li>● Balances Work that Needs Done with Customer Interactions</li> <li>● Willing to Go the Extra Mile for Customers</li> <li>● Learn About Orr's farm, crops, and history</li> <li>● Assist with Retail Duties when not on tractor</li> </ul>			
Produce Responsibilities:			
<ul style="list-style-type: none"> <li>● Stay Current on Pick-Your-Own Status and Communicate Correctly to Customers</li> <li>● Check In and Put Away Produce and Other Orders</li> </ul>			
Other Tasks:			
<ul style="list-style-type: none"> <li>● Working on Pumpkin Displays</li> <li>● Watering and refilling Mum Displays</li> <li>● Stocking the Produce Coolers</li> </ul>			
<b>Qualifications and Education Requirements</b>			
Tractor experience and good people skills are required. Must be reliable.			
<b>Preferred Skills</b>			
Excellent Driving Record and Free From Alcohol or Substance Abuse			
<b>Reviewed By:</b>		<b>Date:</b>	
<b>Last Updated By:</b>		<b>Date/Time:</b>	