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| Job Title: | Tractor Driver/ Guide |
| Department/Group: | Farm Market |
| Location: | Orr’s Farm Market  | Travel Required: | No |
| Level/Salary Range: | $14.00/Hour | Position Type: | Part-Time/Seasonal |
| HR Contact: | Katy Orr-Dove | Date posted: | Spring 2024 |
| Will Train Applicant(s): | Yes | Posting Expires: | December 31, 2024 |
| Applications Accepted By: |
| Fax or E-mail:(304) 263-1153 or orrsinfo@gmail.comSubject Line: Tractor Driver Application 2024**Attention:** HR Department -Farm Market | Mail:Katy Orr-DoveOrr’s Farm MarketP.O. Box 906Martinsburg, WV 25402 |
| Job Description |
| Role and ResponsibilitiesTractor Tasks:* Complete Pre-operational checklists
* Operate Tractors full of guests for tours, festivals, and field trips
* Drive in a safe and timely manner
* Take field trip groups to the patches
* Oversee that rules and safety precautions are followed by guests while in the patches

Customer Service:* Greets/Acknowledges Customers in a Friendly Manner
* Makes Customers Feel Important Over Other Tasks
* Balances Work that Needs Done with Customer Interactions
* Willing to Go the Extra Mile for Customers
* Learn About Orr’s farm, crops, and history
* Assist with Retail Duties when not on tractor

Produce Responsibilities:* Stay Current on Pick-Your-Own Status and Communicate Correctly to Customers
* Check In and Put Away Produce and Other Orders

Other Tasks:* Working on Pumpkin Displays
* Watering and refilling Mum Displays, Pumpkins, Etc.
* Stocking the Produce Coolers

Qualifications and Education RequirementsTractor experience and good people skills are required. Must be reliable and drug and alcohol free.Preferred SkillsExcellent Driving Record and Free From Alcohol or Substance Abuse |
| Reviewed By: |  | Date: |  |
| Last Updated By: |  | Date/Time: |  |