

Pueblo Seed & Food Company
Seed & Food Fulfillment Specialist
.75 FTE

Hobbs and Meyer, LLC doing business as Pueblo Seed & Food Company is a family farm business currently located in Cortez, Colorado. Our products include fresh vegetables, garlic, grains, seeds and value-added products, which we sell via wholesale markets and direct to customers through mail order. Our mission is to renew and strengthen communities by stewarding the land and guiding the health of seed, food, and people.

We are seeking someone to manage our fulfillment activities for our seed and value-added products. This work entails attention to seed quality and food safety and timely packing and fulfillment of web orders, special orders and larger wholesale orders. Existing customers include national seed companies, garden centers, Whole Foods Markets and individual customers.

Tasks will include, but are not limited to the following:

- Seed and grain cleaning
- Germination testing
- Quality control & record keeping
- Blending and packing seed and value-added grain, garlic and chilé products
- Fulfilling and shipping wholesale, retail and mail orders
- Managing web updates
- Entering data in Quickbooks
- Participating in social media posts and promotions
- Other tasks as needed or assigned
- Over-seeing volunteers and other workers during busy packing periods

Requirements:

- Provide own transportation to worksite at 25 N. Beech St in Cortez.
- Ability to lift 40 lbs
- Ability to work independently
- Professional and personable communication skills with co-workers and customers

Desired Skills and knowledge

- Diversified seed production and handling experience
- Understanding of seed quality and food safety regulations
- Computer literacy and e-commerce website management
- Familiarity with QuickBooks and Paypal.

Compensation:

The specialist position starts at \$16/hour for someone with at least one year of experience in seed or food production/processing. Hourly wage increase after 6-week training period possible. As available, seed and food provided for home kitchen and garden use.

Start Date:

November or December 2022

Contact Dan Hobbs @ 719-250-9835 or danghobbs@gmail.com for more information or send resume and letter of interest.

Also see our website www.puebloseed.com or facebook and instagram pages at Pueblo Seed & Food Company.