



## Box Maker Job Description

<b>Job Title:</b>	Box Maker	<b>Job Category:</b>	Agriculture
<b>Department/Group:</b>	Operations	<b>Job Code/Req#:</b>	n/a
<b>Location:</b>	Le Grand, CA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	DOE	<b>Position Type:</b>	Seasonal
<b>HR Contact:</b>	Adrienne Howell/Lupe Mojica	<b>Date posted:</b>	Open
<b>Will Train Applicant(s):</b>	Yes DOE	<b>Posting Expires:</b>	Open
<b>External posting URL:</b>	n/a		
<b>Internal posting URL:</b>	n/a		
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (559 ) 665-2944 or <a href="mailto:adrienne@jmachinifarms.com">adrienne@jmachinifarms.com</a>  <b>Attention:</b> HR Department		<b>MAIL:</b> Adrienne Howell J Marchini Farms 12000 E. Le Grand Rd. Le Grand, CA 95333	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>Fabricates wooden crates or boxes and packs such items as machinery, vehicles, or other large or odd shaped products by performing the following duties.</li> <li>Reads blueprints, shipping notices, and other specifications, and inspects product to determine size and shape of container, materials to be used, and types of supports and braces to be used.</li> <li>Assembles cartons</li> <li>Wraps and pads product with excelsior, paper or other packing material.</li> <li>Nails cover on crate.</li> <li>Attaches identification labels or stencils containing such information as shipping destination, weight, and type of product contained on crate.</li> <li>Follow all food safety and worker safety guidelines</li> <li>Cleans packaging containers.</li> <li>Assist with other duties as assigned</li> <li>Maintaining a safe and clean working environment</li> </ul> <p><b>OTHER DUTIES</b></p> <ul style="list-style-type: none"> <li>Ability to work 5 or 6 days per week- Weekend work is also may required</li> <li>Ability to work any shift</li> <li>Ability to work overtime as needed</li> <li>Follow all food safety company policies rules and regulations</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>Must be able to handle job stress and interact effectively with others</li> </ul> <p><b>PHYSICAL DEMANDS</b></p>			



## Box Maker Job Description

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and reach with hands and arms.
- The employee is frequently required to walk; climb or balance and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions.
- The employee is frequently exposed to moving mechanical parts; high, precarious places; extreme cold and extreme heat.
- The noise level in the work environment is usually loud.

### ADDITIONAL NOTES

There may be additional responsibilities that are not noted above.

**Equal Employment Opportunity Employer. M/F/D/V/SO.**

Reviewed By:	Adrienne Howell	Date:	August 6, 2020.
Approved By:	Marc Marchini	Date:	August 6, 2020.
Last Updated By:	Lupe Mojica	Date/Time:	August 6, 2020

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee Name: \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_



## Crop Farmworker

<b>Job Title:</b>	Crop Farmworker	<b>Job Category:</b>	Agriculture
<b>Department/Group:</b>	Field	<b>Job Code/Req#:</b>	n/a
<b>Location:</b>	Salinas/Le Grand, CA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	DOE	<b>Position Type:</b>	Seasonal
<b>HR Contact:</b>	Adrienne Howell/Lupe Mojica	<b>Date posted:</b>	Currently Open
<b>Will Train Applicant(s):</b>	DOE	<b>Posting Expires:</b>	Currently Open
<b>External posting URL:</b>	n/a		
<b>Internal posting URL:</b>	n/a		
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b>		<b>MAIL:</b>	
adrienne@jmarchinifarms.com (559 ) 665-2944 or 559-696-5067 <b>Attention:</b> HR Department		Adrienne Howell J Marchini Farms 12000 E. Le Grand Rd. Le Grand, CA 95333	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
Assists Farmer in planting, cultivating, and harvesting crops on diversified crop farm by performing the following duties. <ul style="list-style-type: none"> <li>• Rides on planter and brushes debris from furrow-plowing spouts</li> <li>• Plants roots and bulbs.</li> <li>• Transplants seedlings.</li> <li>• Weeds and thins plants.</li> <li>• Covers plants to protect them from weather.</li> <li>• Sets out poles and strings wires or twine to build trellises or fences.</li> <li>• Positions and ties leaves or tendrils of plants, such as watermelons and cabbages, to promote market quality development.</li> <li>• Harvests crops using appropriate method such as picking, pulling, and cutting.</li> <li>• Cuts off tops of root plants and sacks or bunches and ties harvested crops to facilitate handling.</li> <li>• Harvest product while ensuring quality</li> <li>• Follow all food safety and safety procedures</li> <li>• Overhead reaching.</li> <li>• Standing and walking, 9 to 12 hours each day.</li> </ul>			
<b>OTHER DUTIES</b>			
<ul style="list-style-type: none"> <li>• Ability to work weekends</li> <li>• Must maintain flexible schedule</li> <li>• Ability to work overtime as needed</li> <li>• Follow all food safety company policies rules and regulations</li> </ul>			



## Crop Farmworker

**PHYSICAL DEMANDS**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms.
- The employee is frequently required to sit and climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl and spend time making repetitive motions,, bending and twisting the body.
- The employee must frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this Job, the employee is regularly exposed to outside weather conditions.
- The employee is frequently exposed to moving mechanical parts.
- The employee is occasionally exposed to high, precarious places.
- The noise level in the work environment is usually moderate.

**ADDITIONAL NOTES**

There may be additional responsibilities that are not noted above.

**Equal Employment Opportunity Employer. M/F/D/V/SO.**

Reviewed By:	Adrienne Howell	Date:	August 9, 2020
Approved By:	Nic Marchini	Date:	August 9, 2020
Last Updated By:	Lupe Mojica	Date/Time:	August 9, 2020

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee Name: \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_



## Forklift Driver Job Description

<b>Job Title:</b>	Forklift Driver	<b>Job Category:</b>	Agriculture
<b>Department/Group:</b>	Operations	<b>Job Code/ Req#:</b>	n/a
<b>Location:</b>	Le Grand, CA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	DOE	<b>Position Type:</b>	Seasonal
<b>HR Contact:</b>	Adrienne Howell/Lupe Mojica	<b>Date posted:</b>	Open
<b>Will Train Applicant(s):</b>	Yes but requires some experience	<b>Posting Expires:</b>	Open
<b>External posting URL:</b>	n/a		
<b>Internal posting URL:</b>	n/a		
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (559 ) 665-2243 or <a href="mailto:adrienne@jmachinifarms.com">adrienne@jmachinifarms.com</a> <a href="mailto:lupe@jmachinifarms.com">lupe@jmachinifarms.com</a> <b>Attention:</b> HR Department		Adrienne Howell J Marchini Farms 12000 E. Le Grand Rd. Le Grand, CA 95333	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Ability to pass forklift operators test to become certified to operate a forklift</li> <li>• Obtains copy of production schedule or shipping order and transports material or equipment to and from designated areas in the facility</li> <li>• Daily inspection of forklift at the start of each shift, or when there seems to be a problem with the forklift</li> <li>• Assist in loading and unloading materials (boxes, pallets, product) from trucks when they arrive and depart</li> <li>• Checking loads are secure</li> <li>• Stacking empty pallets</li> <li>• Follow all rules and regulations of J. Marchini Farms</li> <li>• Understand OSHA regulations per training</li> <li>• Load/unload truck/trailers</li> </ul> <b>OTHER DUTIES</b> <ul style="list-style-type: none"> <li>• Cooling product by vacuum tube – pre-cooler</li> <li>• Stacking product bins on truck/surfaces</li> <li>• Ability to work weekends</li> <li>• Ability to work shifts</li> <li>• Ability to work overtime as needed</li> <li>• Follow all food safety company policies rules and regulations</li> </ul> <b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b> <ul style="list-style-type: none"> <li>• Ability to pass operators test (knowledge of forklift)</li> <li>• Operating permit</li> <li>• Basic written and verbal English/Spanish (desired) language skills</li> <li>• Must be able to handle job stress and interact well with others</li> </ul>			



## Field Packer Job Description

<b>Job Title:</b>	Packer	<b>Job Category:</b>	Agriculture
<b>Department/Group :</b>	Packing shed	<b>Job Code/Req#:</b>	n/a
<b>Location:</b>	Watsonville, CA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	DOE	<b>Position Type:</b>	Seasonal
<b>HR Contact:</b>	Adrienne Howell/Lupe Mojica	<b>Date posted:</b>	Open
<b>Will Train Applicant(s):</b>	Yes - DOE	<b>Posting Expires:</b>	Open
<b>External posting URL:</b>	n/a		
<b>Internal posting URL:</b>	n/a		
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (559) 665-2499 or <a href="mailto:adrienne@jmachinifarms.com">adrienne@jmachinifarms.com</a> <a href="mailto:lupe@jmachinifarms.com">lupe@jmachinifarms.com</a> Subject Line: Sales <b>Attention:</b> HR Department		<b>MAIL:</b> Adrienne Howell J Marchini Farms 12000 E. Le Grand Rd. Le Grand, CA 95333	
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Package product while ensuring quality</li> <li>• Follow all food safety and safety procedures</li> <li>• Obtains and sorts product.</li> <li>• Wraps protective material around product.</li> <li>• Weighs containers and adjusts quantity.</li> <li>• Closes and seals containers.</li> <li>• Labels containers, container tags, or products.</li> <li>• Sorts bundles or fills containers.</li> <li>• Standing and walking, 8 to 10 hours each day.</li> <li>• Assembles packing materials</li> <li>• Stack and load trailers</li> <li>• Must comply with company policies, procedures and company handbook</li> </ul>			
<b>OTHER DUTIES</b>			
<ul style="list-style-type: none"> <li>• Ability to determine export/domestic quality product</li> <li>• Ability to work weekends</li> <li>• Must maintain flexible schedule</li> <li>• Ability to work overtime as needed</li> <li>• Follow all food safety company policies rules and regulations</li> <li>• Wear protective/Safety equipment (Gloves, aprons, arm sleeves, hair net, beard net etc.)</li> <li>• Ability to work in warm/cold, wet work environment</li> </ul>			



## Field Packer Job Description

- Ability to lift 10 to 35 pounds.
- Wear protective/safety equipment (gloves, aprons, arm sleeves, hair nets beard nets etc.)

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to stand; use hands, fingers to handle product.
- The employee is frequently required to walk; climb or balance and stoop, kneel, crouch, or crawl. and spend time making repetitive motions, bending or twisting the body.
- The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.

### WORK ENVIROMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly exposed to wet, wind and/or humid, extreme cold or extreme heat conditions.
- The employee is frequently exposed to moving mechanical equipment; high, precarious places
- The noise level in the work environment is usually moderate.

### ADDITIONAL NOTES

There may be additional responsibilities that are not noted above.

**Equal Employment Opportunity Employer. M/F/D/V/SO.**

Reviewed By:	Adrienne Howell	Date:	August 10, 2020
Approved By:	Jeff / Nic Marchini	Date:	August 10, 2020
Last Updated By:	Lupe Mojica	Date/Time:	August 1, 2020

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee Name: \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_



## Forklift Driver Job Description

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.
- The employee is frequently required to stand; reach with hands and arms and climb or balance.
- The employee is occasionally required to walk and stoop, kneel, crouch, or crawl and spend time making repetitive motions, bending or twisting the body . The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions.
- The employee is frequently exposed to risk of electrical shock.
- The noise level in the work environment is usually moderate.

**ADDITIONAL NOTES**

There may be additional responsibilities that are not noted above.

**Equal Employment Opportunity Employer. M/F/D/V/SO.**

Reviewed By:	Adrienne Howell	Date:	August 10, 2020
Approved By:	Marc Marchini	Date:	August 10, 2020
Last Updated By:	Lupe Mojica	Date/Time:	August 10, 2020

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee Name: \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Physician Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_