Crop Conditioning Specialist

Department: Hemp  
Job Status: Full Time

FSLA: Exempt - Agriculture

Amount of Travel Required: 85% Local, < 15% Throughout Indiana

Reports To: HHF Managers, CFO

Positions Supervised: Conditioning facility hires

POSITION SUMMARY
Crop Conditioning Specialist is responsible for conditioning, maintaining, and delivering hemp biomass. Heartland Harvest Farms (HHF) conditioning facility will dry and maintain the farm’s hemp biomass as well as third party hemp biomass. Identity preservation and product tracking is at the core of the Heartland Harvest operation so this role will be crucial to help track and segregate biomass. This Specialist will work closely with HHF managers as well as our processing facility (Heartland Harvest Processing) to ensure timely delivery of a quality product. This is a new process at Heartland Harvest Farms so the Crop Conditioning Specialist will help define the role and operation by helping to research the process, write standard operating procedures, and help find employees.

ESSENTIAL FUNCTIONS

Field

• Heartland Harvest Farms
  o Operate harvest machinery
  o Ensure Identity Preservation of crop at a field level
  o Assist in scouting for males
  o Transport equipment for custom harvest and baling contracts
  o Help maintain harvest equipment
  o Become knowledgeable about all harvest and conditioning equipment in order to train new employees

Crop Conditioning

• Work with Heartland Harvest Farm members to create SOPs for:
  o Crop Conditioning
  o Crop storage
  o Identity preservation and labeling
  o Packaging methods
  o Delivery
Equipment cleaning and maintenance
• Dry and condition crops to spec
  o Ensure crop is conditioned to customer specification based on contract
  o Continuously work with processor to ensure best quality and timely delivery
  o Test crop throughout conditioning process to ensure quality
• Package crop to spec
  o Customer specific for storage or shipment
  o Work with processor to ensure best quality and method
• Order parts and inputs as necessary to ensure conditioning facility can operate smoothly and timely

Crop Identity
• Utilize technology to track and segregate biomass by variety or customer
  o Barcoding/QR
  o Labeling and organizing
    ▪ Store and organize crop to ensure timely delivery to customer or processor
• Clean equipment between conditioning runs as necessary to ensure crop identity preservation

Maintenance
• Clean and maintain equipment and facilities
• Work with HHF Equipment Manager, Operations Manager, and CFO to maintain equipment budget
• Timely repair all breakdowns
• Keep logs of maintenance and repairs on all equipment

Miscellaneous
• Continually improve processes
• Keep HHF members up to speed on new technology for conditioning, storage, and identity preservation
• Work with CFO to maintain crop conditioning budget
• Help understand how to make this process better/cheaper/faster
• Communicate all issues so we can work to improve constantly

POSITION QUALIFICATIONS

Time Requirements
• Employment as Crop Conditioning Specialist is considered full time employment. If in the unlikely event employment is severed between acting Crop Conditioning Specialist and Heartland Harvest Farms, any bonuses payable to Crop Conditioning Specialist will be paid up to six months after last date of employment.

Competency Statement(s)
• Accuracy - Ability to ensure accuracy in work.
• Adaptability and Flexibility - Ability to adjust plans and actions based on changing circumstances.
• Analytical - Works comfortably with numbers, makes decisions and takes action based on numeric reasoning.
• Attention to Detail - Ability to accurately and effectively perform activities even when handling several projects at one time.
• Communication, Oral - Ability to effectively listen to, understand, and exchange information with others.
• Communication, Written - Ability to accurately and effectively express ones ideas through writing using correct grammar.
• Confidentiality - Ability to keep sensitive information to oneself unless disclosure of such information is designated.
• Crop Production - Knowledge of techniques and equipment for planting, growing, and harvesting food products for consumption, including storage/handling techniques.
• Decision Making - Ability to make critical decisions in a timely manner while following company procedures.
• Detail Oriented – Ability to pay attention to the minute details of a project or task.
• Efficiency – Ability to produce quality results in a consistent and timely manner.
• Energetic - Ability to produce quality work over an extended period of time.
• Honesty/Integrity - Ability to be truthful and be seen as credible in the workplace.
• Interpersonal Skills – Ability to get along well with a variety of personalities and individuals.
• Mathematical Skills - Ability to work with numbers to prepare financial reports and enter financial data accurately.
• Mechanical Skills – Ability to repair and maintain equipment as required.
• Operator Skills – Ability to skillfully operate machinery and ability to learn how to operate new machinery.
• Organization Skills – Ability to establish or follow a systematic method of performing a task efficiently and effectively.
• Patience – Ability to act calmly under stress and strain, not being hasty or impetuous.
• Presentation Skills – Ability to effectively present information publicly.
• Relationship Building - Ability to develop and maintain productive and cooperative relationships with others.
• Self-Confident – Ability to feel comfortable in making decisions for oneself.
• Self Motivated – Ability to be internally inspired to perform a task to the best of ones ability using his or her own drive or initiative.
• Supervisory Skills - Ability to effectively lead, plan, organize, and direct all or part of an organization utilizing a variety of company resources.
• Time Management - Ability to use one’s own time and the time of others to efficiently and effectively achieve desired goals.
• Work Against Deadlines – Ability to maintain a high level of performance when working against a time constraint or deadline.
• Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education
Minimum of high school diploma with some secondary education preferred.

Experience
Two to five years of related experience is desired.
Grain farming experience is helpful.

SKILLS & ABILITIES

Computer Skills
Ability to use Microsoft Office products including Excel and Word.
Ability to lead and participate in meetings utilizing power point presentations.

Certificates & Licenses
Maintain a valid driver’s license.

Other Physical Requirements
Vision (Near, Far, Color)
Sense of Sound (Within normal ranges)
Sense of Smell

WORK ENVIRONMENT
Requires exposure to extreme dust and weather conditions.
PHYSICAL DEMANDS

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The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Nothing in this job description alters the at will nature of employment with this company.

Copies To:

- Candidate
- Employee
- Employee File