

ROLE PROFILE

Job Title	Herb Field Seasonal Worker
Reports to	Herb Field Manager
Location	Milverton
Department	Herb Field
Purpose of the role	<ul style="list-style-type: none"> To assist with the herb field operations and the implementation of the growing, planting and harvest plans through the season
Key internal contacts	<ul style="list-style-type: none"> Sales Team Warehouse & Processing Teams
Key responsibilities	<ul style="list-style-type: none"> Supporting the Herb Field Manager in day-to-day operations and maintenance; Basic tasks such as bed forming and preparation, propagation, planting, watering, composting, weeding and harvesting; Processing fresh herb orders. This includes harvesting and boxing up the orders through to ensuring that the order is dispatched on time; Assist with supervision of the herb field and volunteers when needed; Processing harvested herbs for drying: cutting and loading dryer, checking dryer each day and bagging up to take over the warehouse; Seed saving. <p>Broader Responsibilities</p> <ul style="list-style-type: none"> Ensure OHT is kept clean and tidy; Look for opportunities to grow OHT's business and save the company money; Represent the company in a professional, enthusiastic and positive manner; Be flexible and happy to provide support to colleagues when necessary. <p><i>This Job Description is not an exhaustive list of duties; it is intended as a general indication of the range of work undertaken and will vary in accordance with the changing demands of the business.</i></p>
Knowledge and experience	<ul style="list-style-type: none"> Previous horticultural experience, including references Horticultural Qualifications preferable but not essential An interest in organic growing and medicinal herbs
Qualities and attitude	<ul style="list-style-type: none"> Honest and reliable. Works successfully with others and contributes to a joint result. 'Can do' attitude, responds well to change. Good time keeping and ability to meet deadlines. Professional and represents the values of the business. Strong work ethic with a willingness to 'get your hands dirty' and fully participate in all practical tasks The ability to work in all weather conditions Enthusiastic and self-motivated Fit and strong
Measures of good performance	<ul style="list-style-type: none"> Fresh herb orders completed in full and on time The herb field maintained to a high standard
Contract type	<ul style="list-style-type: none"> 6 Month Fixed Term (April – September inclusive)
Hours of work	36.5 hours per week (Mon to Thurs 8.30am-4.30pm & Fri 8.30am-3.30pm) plus some work at weekends
Probationary period	1 month
Notice period	1 month
Annual leave	11 days plus bank holidays
Pension	Auto enrolled after 1 month
Date	December 2021