



Crist Bros. Orchards, Inc.

• EST 1883 •

65 Crist Lane
Walden, NY 12586



845-778-7424



www.cristapples.com



Job Description

SHIPPING & RECEIVING MANAGER

Crist Bros. Orchards (CB) is a family owned and operated modern apple farm looking for an organized and meticulous Shipping & Receiving Manager. This is a critical position to move our crop from field to retailer. This team member will collaborate with team members and brokers, plus independently manage the shipping process. We are looking for a long term employee with the desire to develop a career within our organization.

CB is vertically integrated with state of the art storage and packing facilities to facilitate the sale of 17+ varieties from approximately 700 acres grown on 9 sites. The company is an innovative regional leader in apple production.

Primary Responsibilities:

1. Manage all shipping and receiving, including loading/unloading trucks, order preparation, all related paperwork and scheduling.
2. Manage and ensure accuracy of packed fruit inventories as well as packaging supplies. This includes organization of the physical space, electronic records, entry of new/shipped inventory and communicating inventories to sales agencies and other members of management.
3. Manager on Duty evenings and Saturdays. Oversee facility operations including cleaning crew, off-hours maintenance staff, and closing up facility.

● **CRISP TO THE CORE** ●

Work Hours: (subject to change depending on season requirements)

August - November (Harvest season working hours)

- Monday to Friday: 10am - close (usually ~7-8pm)
- Saturday: 8am - 5pm
- August - November: no vacation time will be approved, overtime available

December - May (Normal working hours)

- Tuesday to Friday: 10am - close (usually ~7pm)
- Saturday: 8am - 5pm

June & July (Summer hours)

- Monday to Friday: 8am - 5pm
- Limited overtime available
- Ideal months for vacation time; PTO part of benefits package and unpaid time off also available for this period
- Will include responsibilities outside of Shipping & Receiving

Other/Shared Management Responsibilities:

1. Assist with logistics of whole farm operations.
2. Answer phone, communicate timely and accurate messages.
3. Monitoring and distribution of faxes.
4. Assist with data entry.
5. Assist with food safety records and requirements.
6. Assist with retail sales and maintain inventory in showcase.

Due to the seasonality of our business this employee will need to have other responsibilities during the slower months (April - July). This is flexible and will be matched with the skills of the employee. It could include field work, tractor driving, shop work, office/administrative tasks, etc.

Experience/Capabilities:

- Experience in warehouse operations and inventory management.
- Ability to breakdown and build up pallets of 40lb boxes gently. (pallets are ~7' tall)
- Forklift operation experience.
- Competence in Microsoft Office.
- Strong organization skills.
- High school diploma required.
- English fluency required, Spanish is a plus.

To Apply: Email cover letter and resume to info@crisapples.com. References will be required if extended an interview.