



JOB OPENINGS:

Rivendell is located outside of Glenwood Springs, Colorado in the area called Spring Valley. The positions listed below are primarily seasonal, beginning around April 15th and finishing around October 15th. On-farm accommodations are available for employees and can be negotiated into compensation. Garden and greenhouse space as well as material support can be provided for employees' personal use or research projects.

Seasonal Field/Farm Work

Requirements:

- Lift/carry 75 lbs
- Good communication skills (English a must, Spanish a plus)
- Strong work ethic and willingness to work as part of a team
- Agricultural experience a plus

Job Duties:

- Mowing, irrigation, and field maintenance activities
- Sod harvest crew, stacking pallets and driving forklift

Seasonal Delivery Coordinator/Dispatch

Requirements:

- Exceptional organizational and communication skills (English a must, Spanish a plus)
- Effective phone technique, customer service oriented
- Understanding of maps and directions
- Experience w/ data systems - spreadsheets, POS (Quickbooks a plus)

Job Duties:

- Receive, schedule and direct product orders for delivery and pick-up
- Coordinate receiving and warehousing
- Facilitate communication between sales/field staff and customers
- Coordinate equipment maintenance, repairs and parts acquisition

Seasonal Front Desk Sales/Receptionist

Requirements:

- Some computer/cash register experience preferred but will train for current system
- Appropriate telephone etiquette, work ethic, and initiative necessary

Job Duties:

- Front desk reception and phones
- Provide customer service to walk-in and phone sales, present products and offers suggestions
- Process customer orders, invoicing, and payments
- Organize, clean and maintain retail displays and sales areas

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