

**Job Title: Product Delivery Specialist, part-time****Elmwood Stock Farm, Georgetown KY USA**

Start Date: February 2022

Tuesday, Wednesday, Thursday, Friday 24-32 hrs./week

The Product Delivery Specialist will help assemble and distribute the farm's USDA Certified Organic meats and vegetables to meet daily commitments. Primary duties involve delivery of items to their intended destination, including vegetable and meat orders for home delivery, CSA share pickup sites, and restaurant / food service businesses. Delivery and setup at CSA pickup sites are important last steps in meeting customer expectations, and attention to detail is essential.

**Job Responsibilities**

- Become well-versed in the best practices for post-harvest handling of Elmwood organic meats, eggs, fruits, vegetables, flowers, and pantry items.
- Be trained in Good Agricultural Practices (GAP) and maintain compliance with food safety standards.
- Gain knowledge on Organic Certification and maintain compliance during packing, transport, storage, and distribution.
- Load vehicles with appropriate items in orderly fashion with attention to detail.
- Make certain product quality is maintained until it reaches the customer.
- Unload each item by hand, or with a cart, and place in designated customer pickup area. This may include transporting boxes or bags up/down stairs, ramps, or elevators in all weather conditions.
- Communicate and report issues to guarantee customer satisfaction.
- Operate commercial vehicles in compliance with local, state, and federal laws.
- Keep vehicles clean and communicate any maintenance issues in a timely way.
- Extend excellent customer service to all customers in all interactions with courtesy and respect.
- Follow protocols of masking, distancing, and sanitation in accordance with COVID-19 guidelines.
- In coordination with others, pack, label, prepare, and process orders of farm products for distribution at farmers markets, CSA pickup locations, for on-farm pick-up, and for local delivery or shipping.
- Additional tasks as the needs of the farm change over the season.

**Required Skills/Traits**

- Positive attitude and desire to meet high expectations.
- Good communication skills and ability to excel in a team work environment.
- Exceptional timeliness and attendance.
- Excellent customer service, communication, and problem-solving skills.
- Dependability, trustworthiness, and responsibility.
- Appreciation for quality and recognition of details that determine it.
- Ability to work for periods of time in a highly dynamic and fast-paced system.
- Ability and willingness to be flexible and respond to changing circumstances and expectations.
- Ability to work in conditions directly affected by weather, including heat, humidity, and cold.
- Physical Requirements: standing, walking, carrying crates of product, stooping, lifting, loading up to 50 lb., unloading up to 50 lb., working in walk-in freezers, working in walk-in refrigerated coolers, working inside packing barn in summer temperatures, pushing and pulling carts of product.

- Technological skills: the aptitude to use a mapping application, learn customized software programs, and use smart phone applications as necessary.
- Adherence to company employee manual, COVID-19 policies, and terms of employment policy.
- Valid active driver's license with 3 years clean motor vehicle record.

**Compensation and benefits Elmwood Stock Farm provides:**

- Hourly wage.
- Weekly CSA produce share; discounted farm-raised meats, eggs, and pantry items.
- Lunch provided each workday, intended to be home-cooked from organic ingredients.
- Workers compensation insurance.
- Work performance evaluation and review.

During peak season of May – December, we anticipate that hours for this position would be 11am-5pm on Tuesdays; 7am-3pm on Wednesdays, 8am-5pm on Thursdays, and 8am-5pm on Fridays, with schedule adjustment based on finishing the distribution route, or the task at hand, etc.

Potential to expand this position to full-time. If employed full-time at Elmwood Stock Farm, additional benefits are available including health insurance and paid time off.