

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

Start Date: May 2024

Tuesday, Wednesday, Thursday 20-30 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, and CSA share pickup. 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 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.
- In coordination with others, pack, label, prepare, and process orders of farm products for distribution at CSA pickup locations, for on-farm and farmers market pick-up, and for local delivery or shipping.
- 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 the 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.
- 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.
- Technological skills: the aptitude to use a computer and printer, learn customized software programs, and use smartphone applications as necessary.
- Adherence to company employee manual and terms of employment policy.
- Valid active driver's license with 3 years clean motor vehicle record.
- Ability to load and unload items up to 50 pounds.

Compensation and benefits Elmwood Stock Farm will provide:

- Hourly wage.
- Access to extra produce and vegetables; discounted farm-raised meats, eggs, and pantry items.
- Workers compensation insurance.
- Paid time off.
- Work performance evaluation and review to make sure we are a good fit.
- Satisfaction of performing meaningful work providing nutritious, wholesome, and safe food to individuals and families that are appreciative and dependent on what the farm provides.
- Opportunity for advancement and professional development.

We anticipate that hours for this position would be 8am-5pm on Tuesday; 8am-5pm on Wednesday, and 8am-5pm on Thursday, with schedule adjustment based on finishing the distribution route, or the task at hand, etc.