

# Fulfillment Associate

**Location:** Elmwood Stock Farm, Georgetown, KY, USA

**Employment Type:** Full-time. Monday to Friday. 8:30 AM to 5:00 PM (with adjustments based on task completion and distribution schedules).

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## About Elmwood Stock Farm

Elmwood Stock Farm is a sixth-generation, family-owned farm in Scott County, Kentucky, producing a wide variety of USDA Certified Organic foods—from vegetables, row crops, hay to grass-fed beef and sheep, pasture-raised pigs, chickens, and heritage breed turkeys—on nearly 400 acres. The farm combines traditional farming practices with innovative strategies to maintain a sustainable, thriving, regenerative farm ecosystem. We are committed to providing wholesome, nutritious food to our community while fostering a respectful and supportive workplace

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## Position Summary

The Fulfillment Associate is responsible for assembling and preparing the farm's USDA Certified Organic meats and other products for distribution to meet daily delivery schedules. This position primarily involves pulling and packaging frozen meat items to fulfill orders, managing both physical and electronic inventory, preparing shipments, and coordinating with butchers for regular inventory restocks. Ideal candidates are organized, capable of working independently, self-starting, and take pride in producing high quality work to meet customer expectations.

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## Job Responsibilities

### Inventory Management

- Oversee and maintain accurate tracking of product inventory through physical counts and electronic systems.
- Keep up to date records of inventory to support sales and fulfillment operations.

- Coordinate with butchers for processing runs, pickup, and restocks. Travel to and from butcher.

### **Order Fulfillment**

- Pack, label, prepare, and process orders for farm products destined for farmers markets, CSA programs, on farm sales, local deliveries, or shipping.
- Collaborate closely with team members to ensure accurate, timely, and coordinated packing procedures.
- Coordinate with delivery drivers and other team members on order distribution.
- Load vehicles, support deliveries, and ensure professional customer interactions.

### **Delivery Support, Customer Care and Cross Training**

- Sub in on delivery duties or customer care tasks when required to ensure a seamless flow between fulfillment and customer satisfaction initiatives.
- Participate in cross training opportunities on other tasks to maintain operational flexibility and continuity across departments.
- Provide courteous, professional service to CSA members, delivery customers, and wholesale partners.
- Ensure each order is accurate, well presented, and reflects Elmwood's quality standards.

### **Quality and Process Improvement**

- Prepare products with meticulous attention to detail to match customer expectations and quality standards.
- Identify issues and develop problem solving strategies as needed.
- Complete ongoing training on fulfillment processes and update standard operating procedures (SOPs) for product fulfillment, inventory control, and packing for distribution.
- Acquire expertise in post-harvest handling of Elmwood's organic meats, eggs, produce, and pantry items.

### **Compliance and Safety**

- Ensure adherence to Good Agricultural Practices (GAP) and maintain compliance with food safety standards.
- Gain and apply knowledge of Organic Certification requirements during packing, transport, storage, distribution, and recordkeeping.
- Operate commercial vehicles in compliance with local, state, and federal laws as required.

## **Adaptability**

- Demonstrate flexibility and adaptability to changing roles and seasonal demands.
- Be self-motivated and capable of working independently with minimal supervision; take initiative to stay on task and maintain organization in a fast-paced environment.

## **Additional Responsibilities**

- Perform other duties as assigned to support the evolving needs of the farm.

## **Required Skills and Attributes**

- Eagerness to learn meat quality standards, fulfillment procedures, and product management processes.
- Positive attitude with a strong commitment to meeting and exceeding high expectations.
- Dependable, reliable, and punctual.
- Excellent verbal and written communication skills.
- Strong interpersonal skills and proactive problem-solving abilities.
- Attentiveness to detail with the ability to listen actively and accurately record information.
- Well-developed organizational skills suitable for a dynamic and fast paced environment.
- Willingness to adapt and respond to changing tasks and expectations.
- Proficiency with technology including computers, printers, Google and Microsoft Office applications, and the capacity to learn additional software as needed.
- Physical ability to load and unload items weighing up to 50 pounds.
- Comfortable working in and out of a walk-in freezer for extended periods.
- Capability to work in varied weather conditions including cold, heat, humidity, and precipitation.
- Valid, active driver's license with a minimum of 3 years clean motor vehicle record.
- Commitment to adhering to the company employee manual and employment policies.

**Pay:** From \$18/hour

**Benefits**

- Discounts: Access to extra produce; discounted meats, eggs, and pantry items.
- Mini CSA Share.
- PTO: Up to 10 days annually.
- Paid holidays and paid sick days.
- Health, Vision, and Dental Insurance and Workers Compensation Insurance.
- Retirement with employer match.
- Work performance review.
- Opportunity for advancement and professional development.

**How to Apply:** Please apply using the form on our website:

<https://elmwoodstockfarm.com/about/employment/>

Applicants are required to include a cover letter and resume. Submit them to the email address on Elmwood Stock Farm website application page, in addition to your application form.