



TRACTOR Food & Farms

www.tractorfoodandfarms.com

54 Ferguson Hill Rd, Burnsville NC 28714 (828) 536-0126

Position Title: Driver/Warehouse Associate

Classification: Part-Time / Seasonal (April 1 - October 31) /\$15hr

Reports to: Agricultural Program Manager/Community Program Manager

Posting Date: March 1, 2022

Closing Date: May 1, 2022

Mission: Increase access to local food by empowering local farmers and consumers alike, reconnecting people with agriculture for a healthier community, environment and economy.

Background: TRACTOR Food & Farms is a 501c3 non-profit food hub operating in Burnsville, NC. Programming looks to connect local farmers with local markets and increase access to local food across Western North Carolina. TRACTOR's agricultural network includes over 50 small farms in eight counties.

Summary: The Driver/Warehouse Associate is responsible for the storage, packing and distribution of all TRACTOR product.

Principle Responsibilities:

- Responsible for the general maintenance of the facility including small equipment repairs, sanitizing equipment, stocking washing stations and restrooms, maintaining office and warehouse cleanliness.
- Responsible for repacking wholesale produce and assisting in building Healthy Harvest Program orders.
- Responsible for picking up product from local distributors and making deliveries as needed.
- Assist with daily facility operations, including receiving, inspection, grading, QA/QC, sorting, labeling and packaging of products.
- Washing & sanitizing TRACTOR's reusable bins and totes for produce, as well as maintaining

- the cleanliness of the wash line.
- Ensure produce is stored at the correct temperature.
- Responsible for ensuring proper health and hygiene protocol of volunteers and visitors as well as proper sanitation of the facility is met in order to be compliant with TRACTOR's food safety plan

Requirements & Competencies:

- Thorough understanding of food QA/QC to ensure quality and condition of all produce handled
- Basic understanding of food product varieties, flavor, applications, quality and demand
- Acceptance of a wide range of growing practices and philosophies including conventional, organic, non-certified, permaculture, biodynamic, plasticulture, composting, gardening, etc.
- Valid NC Driver's License
- Able to operate heavy machinery and forklift
- Willingness to work outdoors in extreme weather conditions such as heat, humidity, heavy rain, and cold temperatures
- Flexible and able to operate in a fast-paced work environment
- Self-directed with organizational skills
- Respect and patience for unique personalities, situations and circumstances

Work Environment: The Driver/Warehouse Associate will operate in a professional office environment, a food facility, and at vendor and buyer locations including food pantries, restaurants, wholesale distributors, farms, relief organization sites, and more. This role routinely uses technology and equipment such as computers, printers, and label makers. TRACTOR is a food and agriculture non-profit, and schedules during the summer months are often hectic and unpredictable. Some flexibility in scheduling is critical.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands, and climb stairs. The employee must be able to lift and/or move up to 50 pounds repeatedly.

Travel: Travel includes regular local and regional routes, utilizing vehicles from the TRACTOR fleet, which includes a dually 14 ft box truck and a cargo sprinter van. Occasionally, personal vehicles are used and travel is reimbursed.

Preferred Education and Experience: A High school diploma and experience in the food and farming industry is preferred

Additional Eligibility Qualifications: Clean driving record and valid NC driver's license.

Other Duties: Please note this job description does not contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties and responsibilities are subject to change. Other duties may be required in the job as requested by the supervisor.

TRACTOR Respect Policy: TRACTOR promotes ethical and respectful communication and has zero-tolerance for unwarranted negative criticism of colleagues or other professionals, including demeaning comments that refer to attributes such as race, ethnicity, national origin, color, sex, gender, sexual orientation, age, marital status, political belief, religion and mental or physical disability. Any employee engaging in conduct contrary to this policy may be terminated immediately.

How To Apply : Please send a resume and cover letter by **May 1st, 2022** with the subject line "**TRACTOR Driver/Warehouse Associate**" to info@tractorfoodandfarms.com. Applicants who do not follow this procedure will not be reviewed. If you have questions, please call 828-536-0126.