



www.tractorfoodandfarms.com

10992 NC 226 HWY, Spruce Pine NC 28777 / (828) 536-0126

Position Title: Driver/Warehouse Associate

Classification: 20-30 hours/week, \$15-\$18/hr

Reports to: Operations Manager

Posting Date: 1/16/2023

Closing Date: 3/31/2023

How To Apply :

By the closing date, please submit a **resume, cover letter and three references** with the subject line "**TRACTOR Driver/Warehouse Associate**" to sierra@tractorfoodandfarms.com. Applicants who do not follow this procedure may not be reviewed. If you have questions or would like a paper application, please call 828-536-0126.

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 Spruce Pine, 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 TRACTOR product on the warehouse floor and at distribution locations. This associate will regularly interact with customers and community partners, representing the organization and its product.

Principle Responsibilities:

- Responsible for the coordination, delivery and tracking of products across various distribution programs.
- Assist with daily facility operations, including loading, unloading, receiving, inspection, grading, QA/QC, sorting, labeling, packaging of products and order fulfillment.

- Responsible for assisting in the general maintenance of the facility including small equipment repairs, sanitizing equipment, stocking washing stations and restrooms, maintaining office and warehouse cleanliness.
- Responsible for washing & sanitizing TRACTOR's product bins and totes for produce, as well as maintaining the cleanliness of the wash line.
- Responsible for proper sanitization and recordkeeping in compliance with TRACTOR's food safety plan.
- Responsible for maintaining product quality by ensuring products are stored at the correct temperature and correctly packaged.
- Responsible for conducting regular inventory.

Requirements & Competencies:

- Thorough understanding of food QA/QC to ensure quality and condition of all produce handled
- Basic understanding of food product varieties.
- Acceptance and understanding of a wide range of growing practices and philosophies including conventional, organic, non-certified, permaculture, biodynamic, plasticulture, composting, gardening, etc.
- Must be at least 18 years of age.
- Valid NC Driver's License (CDL not required)
- Must be capable of lifting up to 50lbs repeatedly
- Must be capable of working on foot for several hours at a time.
- Able to operate forklift and pallet jacks (manual and electric)
- Comfortable driving a dually 20 ft box truck.
- Willingness to work outdoors in various weather conditions such as heat, humidity, heavy rain, and cold temperatures
- Flexible and able to operate in a fast-paced work environment

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, tablets, printers, label makers, and GPS navigation. TRACTOR is a food and agriculture non-profit, and schedules during the summer months are often hectic and unpredictable. Some flexibility in scheduling between 6a and 7p is required.

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 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 20 ft box truck, a 16 passenger van and a cargo sprinter van. Occasionally, personal vehicles are used and travel is reimbursed.

Benefits: TRACTOR Food & Farms invests in employee health and well-being by offering a health and wellness reimbursement program for full-time and qualifying part-time employees. Food subscription services to the employee and their immediate family are offered at-cost. Full time TRACTOR employees are eligible for PTO and sick leave.

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 as requested by the supervisor.

TRACTOR Respect Policy: TRACTOR promotes ethical and respectful communication and has zero-tolerance for unwarranted negative or aggressive treatment of colleagues or other professionals, including harmful comments made concerning 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. If an employee endures such treatment, a complaint form should be submitted to a supervisor for review.

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