



Gorge Farmer Collective
Warehousing & Transportation Manager
Position Description - October 2023

Position Overview

The Gorge Farmer Collective (GFC) is seeking a dependable Warehousing & Transportation Manager to support our growing organization. You will be in charge primarily of inventory management, product packing, and the transportation of sold goods throughout the region, with other special projects as interest and time allows. This position is currently set for ~25ish hours per week, with a potential to increase for the right candidate and as funding allows.

Start date: ASAP

Worksite location: Mix of home office (laptop, printer, and other office supplies provided by GFC) and our leased warehouse space in Hood River.

Work schedule: Mondays, 10 a.m. - 5 p.m.; Tuesdays, flexible office and/or warehouse hours; Wednesdays, 8:30 a.m. - 5:00 p.m.; Thursdays, 10 a.m. - 5 p.m. All shift start/end times (except for Wednesdays) are fairly flexible as long as tasks are completed.

Hourly rate: \$23 per hour.

Benefits: 50 hours paid time off, 20% discount on all products plus free bonus product.

FTE: 0.6 (~25 hours per week) with room to grow depending on funding and interest.

Timeline: Year-round.

Reports to: Kiara Kashuba, Executive Director.

Organizational Overview

GFC is a farmer-owned cooperative, aggregating and distributing locally grown and processed foods to customers around the Columbia River Gorge. We aim to streamline our regional food chain in a way that lets farmers farm. By pooling our resources together as farmers, ranchers, fishers, and food businesses, we are able to minimize duplication of efforts, increase market access, foster space to lean into niches and specializations, and decrease burnout. We reject the rugged individualist notion that every farmer must fend for themselves - we are stronger together, as a Collective, and we practice that fully through our Cooperative model.

GFC was born out of the COVID-19 pandemic, as an innovative response to restaurant accounts disappearing overnight, and farmers facing the potential of losing their ability to sell directly through a farmers market environment. In our region, there existed no grassroots local farmer network to overcome this barrier, and so we created one. In spring of 2020, five farms came together to form an online, direct-to-consumer marketplace to ensure we could sell our products, and our customers could maintain access to safe, healthy foods in a time when it mattered most. We have since expanded our services to include wholesale distribution and robust food access programming. We are a small but mighty staff of one, and are excited to add another member to our team!

Primary Responsibilities

- **Warehousing:** Organizing and printing aggregation materials (invoices, etc.), preparing the warehouse for farmer deliveries, product packing & inventory management, supporting producers during aggregation window, maintaining warehousing cleanliness and organization.
- **Transportation:** Delivering direct-to-consumer orders to 6+ pickup sites around the Gorge in a refrigerated Isuzu box truck outfitted with a liftgate; delivering wholesale orders; Portland pickups and deliveries.
- **Safety:** Complying with food safety and worker safety standards; creating and maintaining a formal food safety plan and ensuring regulatory compliance.
- **Other special projects** as needs arise. We offer ample opportunities to explore projects and areas of interest that align with your passions and career goals!

Qualifications

- Highly organized with attention to detail and an eye for identifying and implementing creative systems improvements.
- Effective communication skills.
- Ability to work independently and keep to a schedule.
- Ability to lift 50 pounds.
- Ability to safely operate pallet jacks, lift gates, and other warehousing and transportation equipment.
- Clean driving record, valid driver's license, and ability to drive a 12 foot Isuzu box truck. This does not require a commercial vehicle operating license.

Application Instructions

Submit a resume to thecoop@gorgefarmers.com. Priority deadline is October 31; Applications will be accepted until the position is filled.

Hiring Process

Successful applicants will attend a full day, paid working interview to ensure the position is a good fit for all parties. Once offered the position, the applicant must have their driver's license cleared by insurance. Employee then enters a 90 day trial period during which either party may terminate the employment agreement without cause.

Diversity Statement for Hiring

GFC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability status, protected veteran status or any other characteristic protected by law. We encourage people of color, women, people who identify as LGBTQ2SIA, religious minorities, recent migrants/refugees, differently-abled people, and applicants from different generational and economic backgrounds to apply.