



## Aggregation & Distribution Position Description

### **About Turnrow:**

Every day, we work with family-owned, independent farms, collecting their homegrown food and connecting it to larger markets. To do that, Turnrow partners with co-ops and food hubs throughout the region including Wayne County Co-Op, Refresh Appalachia, Greenbrier Valley Grown, and Monroe Farm Market to ensure that fresh, quality food is distributed quickly and efficiently to buyers that value the grit, dedication and craft that working in these mountains and valleys have required of our farmers for generations. This means more income for farmers, more agricultural jobs, and a healthier food system for everyone.

When it comes to food, we're all in this together — the farmers tending to their land and crops, the drivers bringing fresh food to market, and the family sitting down to dinner. But not all food systems are created equal, and some do more harm than good. At Turnrow: Appalachian Food Collective, we guarantee that our food system is working for good — to support farmers and lift up a region that needs it more than most, and provide you and your family with the very best homegrown Appalachian food.

### **Job Description:**

Efficiently deliver high-quality product to customers by the specified time, following driver safety rules. Process paperwork and payment accurately, including keeping consistent delivery log. Provide professional customer service and represent Turnrow brand and mission during all customer interactions. Assist in food hub operations including loading trucks, palletizing product, and pulling orders. Perform any other duties as requested by the Turnrow Logistics Manager.

This is a unique opportunity for those interested in contributing to the development of a local food system from the ground up. We are a dynamic company, so we need someone flexible enough to switch hats whenever needed. As the company grows, your position has the capacity to grow into something that keeps you challenged and happy.

### **Responsibilities & Duties:**

- o Run routes efficiently, meeting or exceeding designated route times.
- o Organize, aggregate, and pack shipments for a variety of customers and markets.
- o Receive products from local producers, ensuring quality, packaging, and quantity.
- o Review invoices for accuracy before leaving the facility.
- o Ensure orders are complete and the highest quality before leaving the facility.
- o Maintain cold storage units across the region.
- o Manage packaging supplies, farm market supplies, and other related infrastructure.
- o Assist with the weekly online retail market sales, customer service, and website maintenance.
- o Maintain records for USDA GAP certification requirements



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- o Be knowledgeable of product and company mission, vision, and goals.
- o Immediately report when a customer does not receive their entire order.
- o Handle company equipment properly, follow written driver safety rules, perform pre-trip inspection, clean produce order boxes.
- o Responsible for upkeep of vehicles at end of delivery - clean cab and box and refueling.
- o Report accidents and injuries and any damage to equipment immediately.
- o Assist in shipping and loading trucks and palletize product.
- o Handle any customer complaints professionally.
- o Identify potential customers along routes, and relay information to the Sales Manager
- o Handle variability, and make calculated decisions when unforeseen schedule changes arise while out on deliveries.
- o Perform other duties requested by the Turnrow A&D Manager.

### Requirements:

The Physical demands here are representative of those that must be met by a driver to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

- Must have High School degree or GED equivalent.
- Must have a valid driver's license issued by a state authority.
- Stand for extended periods of time
- Lift and move cases (selecting product and placing on a pallet) ranging in weight up to 75 lbs continuously to and from heights ranging from floor to knee, waist, shoulder, and overhead.
- Use hands and fingers to peel and stick labels on cases.
- Handle and feel objects and/or equipment controls; reach with hands and arms.
- Must exhibit a high level of endurance, energy, and strength to successfully perform position.
- Must be able to climb on and off the box of the truck.

### Work Environment:

While performing the duties of this job, a driver may work near moving mechanical apparatus and is regularly exposed to vibration and moderate to high noise levels. The work environment includes congested and high traffic areas, slippery floors, working alongside forklifts, single pallet jacks, electric walk behind jacks and hand carts. Walking and working is done on concrete flooring. Some duties are performed in the warehouse and will require work to be done in varying climates. Temperatures range from zero in the coolers to 95 degrees Fahrenheit or above outdoors. The shift end-time fluctuates with the employer's daily needs.

### Position Reports to:

Turnrow Director and Food Hub Logistics Manager

### Compensation:

- \$9 to \$12 per hour depending on experience
- Full-time position up to 40 hours per week. Overtime must be approved by director.



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- An initial compensation review will take place within 6 months of employee's start date. Compensation will be reviewed at least annually at the end of every calendar year.
- Fuel costs will be expensed for job-related travel, until a debit card is issued for use by the driver.
- Toll costs will be expensed for job-related travel, until a EZ pass is purchased and affixed to the vehicle

### How to Apply:

Email Resume and Cover letter to [shae@sproutingfarms.org](mailto:shae@sproutingfarms.org)