



Gorge Farmer Collective
Warehousing & Transportation Coordinator
Position Description - January 2025

Position Overview

The Gorge Farmer Collective (GFC) is seeking a dependable, flexible, self-motivated and organized Warehousing & Transportation Coordinator to support our growing organization. This role will be in charge primarily of preparing the warehouse to receive farmer deliveries, inventory management, order fulfillment, transportation of sold goods throughout the region, the creation of a pilot home delivery program, and other special projects as needs arise and time allows. This position is currently set for 16 hours per week.

Start date: Monday, February 3rd

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 & Wednesdays.

Hourly rate: \$25 per hour.

FTE: 0.4 (16 hours per week)

Timeline: Year-round.

Benefits: 32 hours (2 week equivalent) annual PTO, \$100 monthly shopping credit at Cost of Goods discounted rate, employer matched Simple IRA, technology stipend.

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 and the Portland Metro area. 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 currently a small but mighty staff of one, and are excited to add another member to our team!

Primary Responsibilities

- **Warehousing (40%):** Organizing and printing aggregation materials (invoices, labels, etc.), preparing the warehouse for farmer deliveries, product packing/order fulfillment, inventory management, supporting producers during aggregation window, maintaining warehouse cleanliness and organization. Complying with food safety and worker safety standards; adhering to GFC's food safety plan and ensuring regulatory compliance. Equipment and infrastructure maintenance.
- **Transportation (40%):** Delivering direct-to-consumer orders to 6+ pickup sites around the Gorge in a refrigerated, 12' Isuzu box truck outfitted with a liftgate.

- **Home Delivery pilot program (10%):** work with the support of our Executive Director to implement a home delivery pilot program in the Gorge. This includes but is not limited to: route coordination, logistics planning, budgeting and financial/ programmatic evaluation.
 - Note that once this program is developed, we will hire a Home Delivery Driver to perform deliveries on Thursdays; you will continue to coordinate the delivery program and supervise the driver, or you may apply for the congruent position of Home Delivery Driver if desired (at a separate pay rate, to be determined).
- **Other special projects (10%)** as needs arise and time allows. We offer opportunities to explore projects and areas of interest that align with your skillset, passions, and career goals.

Qualifications

- Ability to thrive in a flexible, fluid work environment; as a start-up, our programs are ever-evolving.
- Highly organized with attention to detail and an eye for identifying and implementing creative systems improvements.
- Experience with staff management.
- Effective communication skills.
- Ability to work independently and keep to a schedule.
- Ability to learn and regularly use computer software programs: Local Food Marketplace (our main aggregation & distribution software), Google Drive and Microsoft Office Suite.
- Ability to lift 50 pounds repeatedly.
- Comfortable working in a refrigerated (~34 degree) warehouse space for several hours at a time (with breaks as needed). Thermal gloves and workwear provided.
- Ability to safely operate pallet jacks, lift gates, and other warehousing and transportation equipment. Forklift experience a plus, but not required.
- 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 with two professional references to thecoop@gorgefarmers.com. Priority deadline is 11:59 p.m. on Monday, January 20th. Position open until filled, however the target start date is Monday, February 3rd.

Hiring Process

Successful applicants will participate in a phone interview with the Executive Director and one or more Board Members. Interview questions will be provided in advance. 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.