



Title: Distribution Team Leader

Status: Seasonal, FT May-Oct. 2022

Reports to: Farm Distribution Manager

Salary: \$16-\$18 DOQ

Distribution Team Leader is responsible for staffing farmers markets and leading farm deliveries to ensure accurate and timely off-site distribution and sales of farm produce and products, including Indigenous Food Shares and wholesale orders. This individual will work with community members, partners and staff to support efforts across multiple programs, including supporting farming operations, and supporting a Farmers Market Assistant. Employee benefits include: produce from the farm; paid holidays; accrual of paid vacation and sick days; lunch provided during summer youth programs.

Responsibilities & Expectations:

Coordinate & Lead Farm Deliveries:

- Ensure farm produce processing and food distribution is in compliance with food safety laws and regulations, including GAPs practices and the farm's COVID-19 protocols.
- Plan and coordinate deliveries across multiple programs, including route development.
- Work with DWH team and community partners to ensure successful product delivery.
- Provide outstanding services and customer service; ensure client satisfaction. Troubleshoot as needed.
- Efficiently load and unload deliveries; ensure packages are transported and stored properly.

Lead Farmers Markets & Community Events:

- Inventory, pack, set-up, independently staff, and take-down for two weekly farmers markets (tentatively Thursdays 11am-3pm & Saturdays, TBD), and occasional community pop-up events.
- Provide exceptional customer service and create bountiful displays that attract customers. Operate a POS system and handle cash, cards, market tokens, checks, SNAP/EBT, and WIC.
- Assist with volunteer days on the farm; provide training and oversight as needed.
- Build positive relationships with clients, partners, chefs and other external parties.

Support Farming Operations + Farm Administrative Duties

- Support farm production, including harvesting, washing, processing, and packing orders. Opportunity to manage the pack shed/processing operations based on experience and/or training, which can be provided.
- Support value-added product creation and processing (teas, herbal products, food preservation, etc.).
- DWH is building a foundation for expanding our programming and farm education at our new 20-acre farm. The farm team will support these efforts, including: planting and ongoing care of perennial crops (trees, bushes, shrubs), invasive species removal, and other duties as assigned.
- Respond to delivery related inquiries via email and phone in a timely and professional manner, including notifying clients about any delivery delays or changes in advance.
- Coordinate data collection for evaluation and assist with farm reporting activities.
- Work with Office Manager to ensure accurate invoicing, reports, and market deposits.
- Support DWH program activities and community events as needed, and other duties as assigned.

Desired Qualifications:

- Experience with farming/farmers markets, or, retail/customer service. Familiarity with a variety of produce and sustainable agriculture are pluses. Must have willingness to learn.
- Proficiency using Google spreadsheets and docs.
- Ability to operate a POS system and handle cash, cards, market tokens, and checks; and adhere to SNAP/EBT and WIC regulations. Proficiency with Square marketplace/sales is a plus.
- Strong organization and attention to detail. Experience tracking inventory and sales is a plus.
- Ability to effectively multi-task in a fast-paced, busy environment, while remaining friendly and organized.
- Ability to communicate effectively and work collaboratively with staff, partners and customers.
- Experience working with Native American community (must have basic cultural understanding).

Requirements:

Must pass a criminal background check; have a valid driver's license with clean driving record and insured vehicle; ability to perform activities associated with deliveries, including heavy lifting and carrying (50 lbs), driving and maintaining a large delivery vehicle, and standing and sitting for extended periods of time; willingness to work outside in all weather conditions; and flexibility to work occasional evenings or weekends, and drive to and from the Hugo farm and in the Twin Cities area.

To Apply: Submit cover letter, resume, and three references to Bryan@dreamofwildhealth.org.

Applications will be reviewed on a rolling basis and position will remain open until filled.