



**Small-Farm Co-op Produce Cooler  
Shipping and Receiving Coordinator Wanted – Phoenix, Arizona**

Part-time - approximately 25 hours week

Hiring immediately

Qualifications include:

- Must have 2 years' experience handling incoming deliveries, organizing inventory, building orders
- Must be detail oriented, able to follow directions well, able to work alone and with others.
- Must have good customer service skills
- Must have ability to lift 50 lbs.
- Must have clean driving record.

Additional requirement: good attitude and ability to go with the flow - in the world of small-acreage farms and fresh local produce distribution, things change quickly sometimes

Preference given to persons with small-acreage farm experience, familiarity with handling fresh produce.

This position will report directly to the Logistics Manager (LM) and indirectly to the Co-op Manager. It is responsible for preparing outgoing shipments and receiving incoming shipments of fresh farm produce.

This employee is expected to be detail oriented, able to follow directions well, able to work alone and with others. They must have good customer service skills, as well as the ability to move and organize food quickly and efficiently. Sometimes they will need to lift 50 lbs. at a time. They will need to be prepared for working in a 40 degree cooler as well as the Arizona summer heat.

They will work directly with both the Co-op drivers and LM, keeping in direct contact with LM to be aware of and communicate changes or updates to ensure proper loads, and will make clear notations of any changes and updates for the drivers and LM to understand.

Includes making occasional deliveries as well, including early morning 2 Saturdays / mo.

Daily tasks include:

- Receiving shipments of products, preparing them for outgoing orders, per purchase orders and invoices created by the LM
- Maintaining the cooler through organizing, cleaning, and inventorying food products as well as supplies and equipment at all times
- Ensuring that there is sufficient storage space for incoming items
- Keeping files of goods shipped and received for the Logistics Manager
- Handling issues arising in shipping, receiving or inventory handling as they arise

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- Trouble shoots shipping issues and customer complaints that arise and work with Logistics Manager to resolve them
- Lifting product as necessary, operating pallet jack for large goods
- Ensuring adherence to environmental management and food safety systems
- Supervising the Co-op drivers while they are on-site to be sure they are completing their daily tasks, which include filling out truck logs, daily logs, cleaning the trucks after every shift, and / or before each shift.

Occasional tasks:

- Using the Co-op truck to run occasional errands (deliver truck to Ryder for service, purchasing supplies etc.), make occasional deliveries, including the twice monthly Clark Park Community Garden delivery - second and 4<sup>th</sup> Saturday of the month through April; 1<sup>st</sup> and 3<sup>rd</sup> Saturday starting in May 2023).

Pay: \$18 / hr.

Send Cover Letter and Resume to: [sunproducecoop@gmail.com](mailto:sunproducecoop@gmail.com)