

TURNROW

APPALACHIAN FARM COLLECTIVE

Production and Logistics Manager Job Announcement

Deadline: *Application accepted 07-15-2021 to 08-15-2021*

Contact: *Email cover letter and resume to Fritz@Turnrowfarms.org and april@sproutingfarms.org.*

Compensation: *\$36,000 - \$40,000 per year, with benefits and growth potential.*

Opportunity

Turnrow Appalachian Farm Collective is a mission-focused food hub operating across the great state of West Virginia and Central Appalachia. Turnrow works closely with over 100 small farmers and value-added producers to sell and distribute their products across WV and into nearby states, empowering these producers to access market channels and segments they would otherwise be unable to reach on their own.



The Production and Logistics Manager will lead the Production and Logistics Program at Turnrow. This position will work closely with farmers throughout West Virginia and surrounding states to help them plan and source their operations and access new marketing opportunities within Turnrow. Additionally, this position will work with Turnrow logistic partners to plan, organize, and execute weekly aggregation and distribution tasks.

This is the perfect job for a person who has good organizational skills, can use technology (in-house software) to communicate and execute weekly (and repetitive) actions across a wide team, and ensure that plans and protocols are being achieved.

About Sprouting Farms Corp and Turnrow

Sprouting Farms Corp is a 501c3 non-profit located in Summers Co, WV, that supports economic development through agriculture in West Virginia and Central Appalachia. Our programs provide farm business training and resources and build the regional markets necessary to launch, support, and enable farm businesses. Sprouting Farms builds farm businesses through five interconnected initiatives described below. We aren't afraid to do the

hard work of building these initiatives from the ground up, because we believe that these programs are important for developing the sustainable and equitable economy and community we envision.

Turnrow Appalachian Farm Collective, an initiative of Sprouting Farms Corp and their partners, is a team of farmers, businesses, organizations, and nonprofits across West Virginia that work together to market, sell, and distribute local products for customers across the region. Our producers, drivers, sales, and processing team are passionate about local foods and providing quality fresh produce to our community. Our focus is "seed to box," working with producers and buyers to bridge the necessary gap to fundamentally changing our approach to accessing local food. Turnrow formed the largest food collective in West Virginia by combining several food hubs and co-ops under one "roof". We're already growing to serve the greater region by working in surrounding states like Kentucky, Ohio, and Virginia. We are working with approximately 75-100 farmers throughout the region 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.

Job Description

The Turnrow Production and Logistics Manager will oversee all aspects of the Turnrow Production and Logistics Programs. This work will require planning and management with farmers across the region, organizing aggregation and distribution resources with partners, executing key actions every week, ensuring tasks are completed, and monitoring systems to ensure achievement and plan for improvement .

- Production
 - Communicate with farms to prepare weekly product lists reflecting up-to-date product availability
 - Schedule pickup points with producers as needed
 - Make sure product is routinely inspected product for quality as it passes through the Turnrow, and provide feedback to producers
 - Maintain ongoing communications with producers regarding planting schedule, succession planting, pricing, quality, supply, harvesting, post harvesting, product preparation needs, packaging, and delivery
 - Send weekly Purchase Orders to producers
 - Create and administer a coordinated production plan for all supplier farms
 - Develop individualized production agreements with producer members
 - Utilize Excel/Google Sheets and Word applications to administer and track production plan
- Logistics
 - Communicate weekly logistics schedule to team
 - Ensure proper paperwork is provided to partner teams
 - Manage inventory across network
 - Manage procurement and receiving

- Prepare weekly product offer sheet to sales staff
- Troubleshoot logistic issues with staff as needed
- Plan and communicate weekly routes with partners and staff
- Required skills and expertise
 - Proficiency with basic software and technology including MS Word, Excel, Google Drive, smart phones
 - Interest and experience in taking on new challenges and overcoming obstacles with little supervision
 - Excellent interpersonal and communication skills
 - Demonstrated success in working collaboratively with others
 - Excellence in record keeping and data management
- Preferred skills and expertise
 - Database/spreadsheet development and spreadsheet management
 - Experience selling to, buying from, and/or operating a food hub
 - GIS Mapping
 - Distribution and logistics
 - Management systems
 - Passion for helping others

Benefits

- Group Health Plan
- Flexible Spending Account
- Health Savings Account
- Group Life and Personal Accident Insurance
- Group Short and Long-Term Disability Insurance
- Employee Assistance Program
- Continuous Education and Training Opportunities
- "Staff Eats" discounted product purchasing

Compensation

An annual gross salary of \$36,000 - \$40,000 (gross) will be paid biweekly, not including all federal and state withholdings. (26 pay periods per year).

An initial compensation review will take place within 6 months of the employee's start date.

Compensation will be reviewed at least annually at the end of every calendar year.

Mileage costs can be expensed for job-related travel within budgeted allowances per Sprouting Farms Corp.

Paid time off

A total of 21 days of paid time off per year are provided, accrued at a rate of 6.462 hours per pay period. These 21 days account for 168 hours per year. These PTO hours will be used for any vacation, sick days, or personal time taken off by an employee and will need to be requested within the TimeStar time management system.

Holidays

Generally, Sprouting Farms Corp observes the following holidays each year:

New Year's Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

Due to the nature of our organization's mission and business, some work may be required on holidays. Operational coverage schedules will be determined monthly or earlier if possible.