

# Western Montana Growers Cooperative

## Position Announcement

### **Job Description**

**Title:** Seasonal Delivery Driver/Warehouse Associate (Non-CDL)

**Location:** Missoula, MT

**Compensation:** 12.50+ DOE/hr, 20-40 hours/week

**Start Date:** May 23, 2017

The primary function of this position is to provide safe, efficient, and accurate delivery of the agricultural products that are produced by the members of the WMGC as well as the products of others who hire us for delivery service. This position includes interacting face-to-face with WMGC customers and therefore requires an individual who has good customer service skills, is diplomatic, timely, well-groomed, dresses appropriately, and believes in our mission. In addition, the position involves the movement and management of many and varying items over the course of the day and therefore requires an individual who is physically capable of lifting heavy boxes, is efficient, highly organized, detail oriented, and has knowledge of produce and quality standards. This position also involves warehouse duties associated with loading and unloading the truck and packing orders to be delivered by WMGC or shipped by an outside party. The position includes a sometimes varying schedule, and **will include** late evenings and weekend work. The driver must be able to drive a large truck in tight places and have a clean driving record.  
Est. 20-40 hours/week through November

### **Primary Goals for this Job**

- Maintain good working relationship with General Manager, Assistant Manager, and the Primary Driver, and Warehouse Coordinator
- Insure that our products and those of others are delivered in a safe and efficient manner
- Maintain good customer relations
- Ensure customer satisfaction
- Keep errors to a minimum
- Ensure the clean appearance of yourself and delivery truck
- Insure good working condition and cleanliness of the delivery truck
- Maintain a good driving record

### **Specific Tasks and Responsibilities**

- Organize and load member and non-member products on truck
- Deliver member and non-member products throughout marketing region
- Backhaul products from growers
- Pack pallets to be shipped and collect pallets along the route
- Ensure that all invoices are signed by an individual at the receiving entity

- Record on the invoice immediately upon receipt collection of any payment
- Record immediately on invoice any credits due to a short or return
- Report any problems with delivery to GM in a timely manner
- Report the rejection of any products to GM
- Report immediately any problems or accidents involving the delivery truck to Management immediately
- Research areas of improvement for distribution
- Pay attention to packaging and labeling; reporting any deficiencies to Warehouse Coordinator
- Pay attention to product quality upon delivery
- Monitor in-store pricing and communicate with managers
- Communicate with customers in person to promote sales and address problems
- Report inventory of dry goods, fruit, storage crops and other products as requested by Warehouse Coordinator
- Discuss crop and packaging problems with Warehouse Coordinator
- Collect fruit and produce boxes for redistribution
- Keep regular truck records-mileage, fuel, oil changes
- Communicate with Primary Driver about Vehicle maintenance schedules
- Check tire pressure and wear on a regular basis, fluids, and lights
- Clean truck inside and out as needed including cargo area
- Report truck problems immediately so it can be addressed before next delivery

### General Guidelines

As an employee of Western Montana Growers Cooperative you should:

- Keep the co-op's mission in mind:

*Our mission as members or employees of The Western Montana Growers Cooperative is to provide people within our region with fresh, quality products from our member's farms; to build a stable company based on cooperative principles and personal relationships which delivers quality to our customers and provides improved income return for our members. Within this mission, the cooperative shall whenever possible work to support small-scale, family-run, and regionally-based sustainable farms and encourage cooperation and mutual aid among farmers.*

- Perform your tasks with accuracy, efficiency and professionalism.
- Establish priorities with GM's assistance
- Be sensitive to how your work affects the work of your fellow employees.
- Approach your work with creativity, offering suggestions for improvements.
- Attempt to evaluate your work from a financial perspective, considering how your actions impact the co-op's sales and profitability.
- Keep confidential any information you receive about customer sales, purchases from growers, and overall co-op financial performance.

- Treat your fellow employees, customers and growers with fairness, courtesy and respect. Practice honesty and tact.
- Communicate any significant problems to the GM in a timely fashion.
- Expect an evaluation from the GM annually, and ask for one to be scheduled if necessary.
- Provide constructive feedback to Management with ideas to improve the business.
- Keep truck clean and organized
- Delegate delivery responsibilities as necessary when you can't fulfill them
- Do whatever is reasonable to keep customer and grower satisfaction high.

### **Skills and Experiences of Delivery Driver**

- Ability to drive large truck in tight places
- Ability to operate a vehicle with standard transmission
- Experience with customer service
- Efficient, highly organized and detail oriented
- Ability to identify produce
- Clean driving record

Interested Applicants should email a resume and cover letter to Dave Prather at [grower@wmgcoop.com](mailto:grower@wmgcoop.com)

**Applications Due By May 19- Position will remain open until filled.**

**Position Begins May 18 and will run through October or November depending on workload**