



## Food Hub Operations Associate

LINC | The Local Inland Northwest Cooperative

February 2024

We are seeking someone passionate about regional agriculture and who is excited to contribute to a fast-paced, evolving company. We are searching for someone who will take leadership over their responsibilities, and bring focus, consistency, and excellent customer service to their work. Our ideal candidate will embrace a team-focused culture, open communication, and a problem-solving mentality that strives for continued growth and performance improvement.

We are a cooperatively owned food hub where everyone rolls up their sleeves and pitches in. A successful team member will find satisfaction in a role that is both physically and mentally engaging, and that requires close attention to detail and creative thinking. LINC sets itself apart through top-quality customer service and attention to relationships; this position will be the face of LINC for many of our customers.

All workers have the opportunity to become an owner of the LINC Cooperative over time. All team members are expected to pursue the vision and mission of the company:

**Vision:** We envision an Inland Northwest with a robust local food system, a vibrant ecosystem, and fair, fulfilling employment.

**Mission:** Building a regional, sustainable food system by linking local farmers to new markets and ensuring the highest quality products for our customers through democratic enterprise.

### Position Description:

The Food Hub Operations Associate position is vital to the workings of LINC, contributing directly to the support of community-focused farms, sustainable agriculture, and local economic development in the Inland Northwest.

The Food Hub Operations Associate will work closely with the Food Hub Operations Coordinator and the Food Hub Operations Lead to ensure local product is received from farmers, stored and packed efficiently, and delivered to community partners to enjoy.

### AREAS OF RESPONSIBILITY

The Food Hub Operations Associate position is responsible for the following and other duties as assigned:



- **Local Food Fulfillment**
  - Supports the movement of local farm products in and out of the LINC warehouse
    - Receiving product from farmers
    - Packing LINC Box and food relief boxes
    - Preparing trucks for delivery
- **Food Hub Deliveries**
  - Part of a team responsible for delivering local food to our community partners at institutions, Inland Northwest emergency food partners, and LINC Box pickup locations
  - Operate a non-CDL delivery truck, including occasional distance drives of 10+ hours at a time
  - Serve as a day-to-day face of LINC to many of our customers

## Skills and Experience:

### REQUIRED SKILLS & EXPERIENCE

- Ability to work in a fast-paced environment
- Ability to work effectively with minimal supervision
- Interest in food systems and sustainability
- Effective communication skills
- Ability to adapt to challenges in real-time and problem-solve with teammates, suppliers and/or customers
- Ability to regularly lift 60 pounds, with the potential to work up to increased weight
- Ability to stand/walk for 5+ hours during packing activities

### DESIRED SKILLS & EXPERIENCE

- Experience driving delivery trucks, operating lift gates, pallet jacks, forklifts
- Familiarity with warehouse environments
- Physically able to maneuver pallets containing 2000+ pounds
- Ability to track and execute projects involving multiple variables
- Clean driving record and valid driver's license
- Experience with cooperatives, farming, brewing, food hubs, or deliveries, etc. is beneficial
- General reliability and flexibility

## Details:

- 40 hrs/week, Mon-Fri
- Hours will vary but take place between 7 am and 7 pm
- Starting at \$18.28/hour with guaranteed annual raises
- Hours will take place at our warehouse in Spokane Valley, at LINC Box pickup locations, and delivering to our wholesale partners



- Benefits include health insurance reimbursement stipend, sick leave and paid vacation after 30-day trial period, 100% pay-in for PFML, and discounted pricing on LINC Box and LINC Market purchases

### Application Instructions:

Email the following to [info@lincfoods.com](mailto:info@lincfoods.com)

- Cover letter
- Resume covering relevant experience and skills
- Contact info for 3 professional references

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