

Wanda Farms | wandafarms.com

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Order Fulfillment Representative

Wanda farm is a new first generation farm with a big vision to feed 10,000 families a healthier meal by 2030. We currently produce grass-fed beef, pastured chicken, pork, and eggs on our grass-based regenerative farm.

Below you will find an overview of the character & competencies we're looking for in this position.

Measurable Areas of Effectiveness

- **Overall Order Accuracy**
 - *This is determined to ensure that customers receive quality products to the highest standards and little to no mistakes.*
 - *Measured by customer satisfaction and customer refunds.*
- **Overall Task Efficiency**
 - *Ability to maintain current responsibilities and looking for ways to improve efficiency of those responsibilities.*
 - *Measured by the ability to be efficient with time management and take on new responsibilities.*

- **Leadership**
 - *Measured by the ability to help future team members to excel in their current tasks. The ability to work with other departments on the farm.*
- **Job Completion**
 - *All jobs are properly completed and on time.*

Key Responsibilities & Duties:

- Assembling orders of frozen meat items
- Picking and packing items from cold storage areas (freezers and coolers)
- Receiving inbound inventory
- Managing and counting inventory
- Restocking inventory supplies
- Preparing and assembling boxes for packing
- Cleaning, packing, and labeling eggs
- Labeling and palletizing boxes
- General cleaning, maintenance and organizing of warehouse areas
- Operating the forklift to move pallets of product and supplies
- Driving the van to pickup and deliver product as needed
- Maintaining team accuracy & efficiency benchmarks
- NOTE: Order fulfillment is the main priority and other tasks are to be tackled strategically during "downtime." This position requires working in below freezing temperatures at times; typically no more than an hour or two at a time.

Requirements & Skill Sets:

- Ability to work in a highly motivated and collaborative team environment.
- Proficient technical skills.
- Attention to detail is a must.
- Love to stay organized.
- Ability to use deductive reasoning.
- Willingness to report to management.
- Willingness to take responsibility for work performed, oversights, and areas of improvement.
- Strong ability to follow written and verbal instructions.

- A learning spirit. This position will require proficiency in several order management systems.
- Ability to multitask, prioritize and manage time effectively.
- Valid driver's license.
- Ability to drive and operate a large van.
- Must be able to lift heavy boxes (up to 50 lbs at times).

Expected Work Week:

- Hours: 15-25 hours
- Typical work day 7am to 4pm Mon and Tuesday, more days available as the company grows. We can be flexible for the right individual.

Compensation:

- Starting pay \$16-18/hour (generous raise available after training period for the right individual who shows their commitment)
- \$1.5/hr food credit

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