



POSITION/JOB DESCRIPTION

Title: Local Produce Buyer

Department: Ag/Forestry Program

Reports to: Director of Sustainable Agriculture and Forestry / Program Manager

Supervises: N/A

Hours of Work: 26 hours/week

Compensation: \$15/hour (Not to exceed \$390/week)

Job Summary

The Rural Action Sustainable Agriculture and Forestry Program works with producers and landowners in Appalachian Ohio to create a stronger economy, environment and community based on our region's assets. We do this through a focused strategy of processing, aggregation, distribution, and education.

Since 2005 the Chesterhill Produce Auction (CPA) serves as a core tool of Rural Action's Sustainable Agriculture program, functioning as the wholesale source of local produce for dozens of restaurants, schools, institutions, and value-added businesses. The Local Produce Buyer will work with the Sustainable Agriculture team to confirm all orders to be purchased on auction days, procure the items indicated during the auction, maintain records of purchases, load items into the Chesterhill Produce Auction refrigerated delivery truck, and drive to all end points.

Position is contract-based and grant funded through end of 2019 season.

Function/Tasks

- Maintain thorough communication with Sustainable Agriculture staff about purchases before and early on auction days
- Attend all auctions at CPA (Monday and Thursday; May – October)
- Use buying checklist to bid on and procure all necessary orders for buyers and programming
- Organize produce with necessary tags/markings to separate according to destination
- Confirm final purchase total and sign off with CPA office staff
- Load all purchases onto refrigerated delivery truck
- Create delivery invoices as needed for buyers
- Determine delivery schedule with Sustainable Agriculture staff according to buyer needs
- Delivery driving mornings and evenings following auction days
- Collect all payments from buyers and maintain payment log; route all payments to Auction Manager or Sustainable Agriculture staff