



<b>JOB TITLE:</b>	Distribution/Transportation Manager	<b>JOB CATEGORY:</b>	Operations
<b>Department/Group:</b>	Operations	<b>Job code/Req#:</b>	OPS-0001
<b>Location:</b>	Buford	<b>Travel required:</b>	Occasional
<b>Level/Salary range:</b>	N/A	<b>Position type:</b>	Volunteer
<b>Contact:</b>	Socialimpact@smmbuford.org	<b>Date posted:</b>	09/01/2023
		<b>Posting expires:</b>	09/30/2023
<b>External posting URL:</b>	<a href="https://grow2bwithu.weebly.com/">https://grow2bwithu.weebly.com/</a>	<b>Internal posting URL:</b>	<a href="http://www.smmbuford.org/">http://www.smmbuford.org/</a>

### APPLICATIONS ACCEPTED BY:

**Email:** socialimpact@smmbuford.org      **Subject line:** G2B Volunteer Position

### JOB DESCRIPTION

#### Role and Responsibilities

- Manages the distribution of G2B harvest to partners in the community
- Ensures deliveries are efficient and timely to meet the goals of G2B
- Analyze existing processes and procedures while seeking improved/new methods to control costs and enhance the experience between G2B and its partners
- Responsible for operations such as transportation, shipping/receiving, inventory management, and on-site sales (ex. Selling produce on Sundays or any other day chosen for produce not donated)

#### Qualifications and Education Requirements

- Point person for all distribution/supply needs
- Supply ordering, receiving, and storage
- Minimum 21 years of age with a valid driver's license

#### Preferred Skills

- No more than two moving violations/accidents in the last three years
- Good attention to detail with the ability to work independently and problem solve

#### Additional Notes

This Volunteer position with G2B requires a 12-month commitment with the ability to perform approx. 4-6 hours a week of associated work. When there are fundraising events or other ad hoc activities, expect additional hours to assist in the execution of said event/activity.