



## Warehouse Associate

**Company Overview:** Fork Farms is a dynamic and high-growth agriculture technology company based in Green Bay, WI. We are committed to empowering our partners to grow fresh food, nourish their communities, and contribute to healing our planet. Our mission revolves around empowering communities with transformative technology, education, and collaborative partnerships to cultivate fresh, sustainable food—anywhere, by anyone.

We achieve this by offering the Flex Farm, the most efficient, deployable, and transformative vertical indoor farming technology, along with comprehensive educational programming. With over 2,000 installations across all 50 states and 11 countries, our impact is far-reaching.

**Department Overview:** The Operations Department serves as the driving force behind the realization of our mission. Operations encompasses everything from Flex Farm assembly, shipping, logistics, customer support, R&D, marketing, sales coordination, and more. Our small but effective team ensures Flex Farms are built at the highest quality and customers are given amazing service and success to ensure more fresh food access to the communities we serve.

**Position Description:** As a Warehouse Associate with Fork Farms, you will be working from our Warehouse in Appleton, WI to accomplish a number of tasks including shipping, fulfillment, quality control, and occasional field installations. Fork Farms is a small but growing company, and our team members must be willing to be flexible, driven, and able to pivot as the company's needs develop. Field installations are planned in advance and may require multiple days of travel.

**Reports To:** Warehouse Manager

**Location:** In-Person, Appleton, Wisconsin

### Responsibilities:

- Pick, pack, and ship products for orders on shipping days.
- Ensure and maintain high-quality standards for all product assembly and fulfillment.
- Safely operate a forklift in a small warehouse environment. Forklift training provided if necessary.
- Collaborate with team members to continuously improve Fork Farms products, services, and processes.
- Assist with research and development during plant and product trials.
- Possible occasional travel for large equipment installations

- Build an incredible future here by showing up prepared to take on the day with an excellent attitude, attention to detail, attendance, and reliability.

**Attributes of a Successful Candidate:**

- Highly motivated and eager to learn
- Curious, organized, detail-oriented
- Able to lift up to 100 lbs with assistance from team members
- Excellent Communication Skills: Demonstrates exceptional written, verbal, and interpersonal communication abilities.
- High Emotional Intelligence: Possesses a strong understanding of emotions and the ability to effectively navigate interactions with others.
- Constructive Feedback: Offer and receive kind, respectful, and constructive feedback to promote growth and development.
- Self-Starter: Exhibits excellent task management skills and the ability to take initiative.
- Interested in helping provide access to fresh food for everyone, gardening/hydroponics, environmental science, FFA/4-H, agriculture, horticulture, botany, or STEM

**Qualifications:**

- High school diploma preferred
- Warehousing experience preferred
- Knowledge of international logistics
- Experience in planning team and individual projects
- Software Experience: Familiarity with Hubspot and Google Workspace is preferred but not required.

**Diversity, Equity, & Inclusion Statement:**

At Fork Farms, we are proud of our diverse team, composed of passionate individuals from varying and unique backgrounds who share a common belief that everyone is a farmer. We are fully committed to building and maintaining a workforce that is diverse, inclusive, and genuinely dedicated to the success of the company, our partners, and each other.

We strongly encourage applications from individuals belonging to underrepresented minority groups, as we believe these communities play a central role in the work we do.

**Compensation & Benefits:** The compensation package includes a base salary, commission, and discretionary bonus opportunities. Benefits include health, dental, and vision insurance, 401K match, unlimited PTO, employee stock options, and career growth and development in a fast-paced and dynamic environment.

Join us at Fork Farms and be a part of a mission-first organization where innovation, equity, and sustainability drive our actions. Together, we can revolutionize indoor farming and bring

fresh food to all corners of the world. Apply now and help us shape a greener, healthier future for everyone.

**Apply:** Send a PDF of your resume and cover letter describing your interest in the position and why you would be a good fit for the role to [alyssa@forkfarms.com](mailto:alyssa@forkfarms.com).