



June 8, 2023

Letter of Agreement

Between TCCP/Co-op Partners Warehouse and UFCW 1189

This letter is to confirm an agreement made following our meeting on June 7, 2023 regarding creation of a new Sales and Communications Coordinator position.

The existing Bargaining Unit position of Marketing and Special Projects, currently held by Eleanor McGough has been eliminated. A new position called Sales and Communications Coordinator is being created for Eleanor. The job description for the new position is attached. The pay grade for the new position is Grade 8. Since her existing position is being eliminated, Eleanor will be placed into the new role without following the normal posting procedure. Because of Eleanor's specific skills and interests, this position is being created specifically for her. When Eleanor leaves the position, TCCP has no obligation to keep this as a permanent Bargaining Unit position.

This agreement modifies Appendix "A" of the Collective Bargaining Agreement.

  
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Adam Gower  
TCCP/Co-op Partners Warehouse

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Abraham Wangnoo  
UFCW Local 1189

  
\_\_\_\_\_  
Date



**CO-OP PARTNERS WAREHOUSE  
SALES AND COMMUNICATIONS COORDINATOR**

**PURPOSE:** The Sales and Communications Coordinator is responsible for ensuring thorough and complete product information is shared between Sales, Purchasing, Marketing, and our Vendors.

**REPORTS TO:** Senior Sales Manager

**ESSENTIAL FUNCTIONS:**

- Serve as connector between Sales, Purchasing, Marketing, and our Vendors, ensuring appropriate and complete product information is shared and available.
- Introduce new products to team and customers.
- Use photography and other resources to communicate products visually to the team.
- Attend Sourcing, Operations, and Sales (SOS) Meetings.
- Write weekly produce newsletter.
- Account management for select customers.
- Guide and process customer orders and inquiries.
- Communicate with customers via phone and or email.
- Solve customers problems and find best possible solutions.
- Provide knowledgeable answers to questions about products, pricing, and availability.
- Other duties as assigned.

**QUALIFICATIONS:**

- At least 3 years experience in Produce industry
- Prefer familiarity with National Organic Standards and current FDA regulations on organic product handling, such as restrictions on commingling with non-organic product
- Requires proven team building, negotiating, communication, organizational and problem-solving skills.
- Strong team player
- Strong people skills
- Strong verbal/written communication skills
- Proficiency using Microsoft Office Suite, with an emphasis on Excel.
- Track record of analyzing data to make sound business decisions.
- Demonstrated ability to work with customers and coworkers from diverse cultural backgrounds.
- Ability to work with TCCP to create an inclusive environment where all are welcomed.

**Essential Physical Abilities**

- This job operates in a food cold storage environment and in an office setting. Extended periods of standing while walking the production floor and periods of time of sitting using a computer or other devices are common.

- Occasional work in a refrigerated environment, down to 34 degrees F
- Occasional lifting to 40 lbs.

**Safety and Security**

Observes safety and security procedures such as Current Good Manufacturing Practices (cGMP's), Material Safety Data (MSD) sheets, Personal Protective Equipment (PPE), Lock-Out-Tag-Out (LOTO), Emergency Evacuations and Building Security; Reports potentially unsafe conditions and injuries: near miss/incidents/accidents; Uses and cares for company equipment and materials properly.

Twin Cities Co-op Partners has an ongoing commitment to the principles and practices of diversity and inclusiveness. Our employment practices are in accordance with the laws that prohibit discrimination against qualified individuals on the basis of race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, genetic information, disability, age, marital status, familial status, veteran status, citizenship, pregnancy, membership or activity in a local human rights commission, status with regard to public assistance, or any other status category by applicable law. People with a wide variety of backgrounds and experiences are encouraged to apply.