



FRESHFARM

nourishing our food future

POP-UP FOOD HUB COMMUNITY DELIVERY DRIVER *(Main Season 2024)*

Updated February 2024

WHO WE ARE: FRESHFARM builds a more equitable, vibrant, sustainable, and resilient food future for the region by producing innovative solutions in partnership with local communities and organizations in the DC area. We create food access, economic development, and community building through hands-on education, farmers markets, and distribution programs. FRESHFARM's [Pop-Up Food Hub \(PUFH\)](#) is a nonprofit food hub and food distributor with two key missions: (1) to support small- and mid-sized local farmers in the Mid-Atlantic region - especially Black and Brown farmers - to connect with wholesale partners to grow their businesses and (2) to nourish our community, and especially those who struggle with food security, by providing them with fresh, locally grown produce at wholesale prices. Our team works closely with numerous community organizations that serve low-income families and individuals with a need for fresh fruits and vegetables. Since we source our produce from our farmers markets in DC, Maryland, & Virginia, we support our local farmers while bringing more fresh fruits & vegetables to our neighbors in need.

WHO YOU ARE:

- Can communicate and collaborate with diverse individuals as a member of a team
- Are reliable, responsive to direction, and efficient in work and able to work independently
- Not afraid to work outdoors and get down and dirty with the local food system
- Passionate about FRESHFARM's mission; experience in operations/logistics, delivery, food access, food distribution, or food hubs is a plus, but not required

WHAT YOU'LL DO:

PUFH Community Delivery Drivers (CDDs) report to the PUFH Operations Manager and are responsible for fulfilling deliveries of PUFH produce bags to community partners & individual recipients' households in their personal vehicles:

- Load pre-packed produce boxes/bags into the delivery driver's personal vehicle.
- Using the mobile delivery app, fulfill up to 20 deliveries per route to businesses and households in their personal vehicles in DC, Southern Maryland, and Northern Virginia
- Distinguish between types of boxes/bags to ensure recipients receive the correct delivery
- Maintain FRESHFARM's standard of food handling and food safety
- Become familiar with general knowledge of the PUFH programs and effectively communicate program information to delivery recipients
- Perform basic administrative tasks, such as checking emails, attending in-person or virtual update meetings, and submitting timesheets

THE PERKS:

- The PUFH is the first (and only!) of its kind. Get first hand experience working with an innovative model of food distribution and learn about DC's local food system along the way!
- Work with a collaborative, diverse, and welcoming team.
- Enjoy an immersive and dynamic work environment - never a dull day at the PUFH!
- Get access to an abundance of local produce!

THE DETAILS:

- This is a part-time, non-exempt role with regular weekly hours, ranging from 3-4 hours per week.

- Required shifts for the 2024 PUFH Main Season (May - Nov):
 - Thursdays 12:30pm-4:30pm
 - Dispatch Location: PUFH HQ, 5028 46th Ave, Hyattsville, MD 20781
- This is a seasonal role that will terminate no later than 11/21/2024. CDDs hired for the 2024 season may also be eligible for rehire for the 2025 season based on program needs.
- This role is compensated at a starting rate of \$19/hr. Eligible for an increase to \$20/hr after two years tenure, \$21/hr after four years tenure, capped at \$22/hr after seven years tenure.
- Eligible for reimbursement for mileage on personal vehicle accumulated during deliveries at the federal mileage reimbursement rate (\$0.67 per mile, as of 1/1/2024)
- All part-time employees receive 40 hours annual sick leave; employees hired for part of the year will be granted a prorated amount of sick leave.
- All new employees accrue vacation (1 hour per every 26 hours worked) with increases after 3 and 6 years tenure, respectively

PHYSICAL & OTHER REQUIREMENTS:

- Must have a valid driver's license & access to an insured, reliable, and clean vehicle for all delivery shifts
- Must be able to lift & transport produce boxes/bags weighing up to 25 lbs from vehicle to point of delivery
- Must be able to work in all-weather conditions and drive delivery routes for up to 4 hours
- Access to a personal smartphone with data; \$25/month cell phone stipend provided
- Fully vaccinated against COVID-19 OR willing to acquire & submit a weekly COVID test

HOW TO APPLY:

- To apply for this position, please fill out the application form at bit.ly/PUFH-cdd
- **Applications are accepted on a rolling basis.** We will reach out to qualified applicants for virtual interviews within two weeks of receiving application materials.
- Applicants will be expected to provide 2-3 professional/academic references.
- The anticipated start date for this position is Wednesday, 4/24/2024.

EQUAL OPPORTUNITY EMPLOYMENT

FRESHFARM is an equal opportunity employer. We are committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. **We encourage members of traditionally underrepresented groups to apply, including people of color, LGBTQ+ people, veterans, and people with disabilities.** We do not discriminate, and will take affirmative action measures to prevent discrimination against any employee or job applicant on the basis of race, color, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, creed, disability, or veteran status in the following areas: employment, recruitment, or advertisements for employment; compensation, termination, upgrading, and promotions; any other conditions of employment.