



## **POP-UP FOOD HUB OPERATIONS ASSOCIATE**

Updated July 2021

### **WHO WE ARE:**

FRESHFARM's Pop-Up Food Hub (PUFH) offers hyper-local food access and distribution services by coordinating wholesale procurement from local farms for underserved buyers. Our team works closely with numerous community organizations that serve low-income families and individuals with a need for fresh fruits and vegetables. Because we source our produce from our farmers markets in DC, Maryland, and Virginia, we support our local farmers while bringing more fresh fruits and vegetables to our neighbors in need.

### **WHO YOU ARE:**

- Collaborative, communicative, and confident in the face of challenges
- Flexible and adaptable in a fast-paced environment
- Detail oriented in your execution of every task
- Open to taking direction and running with bold ideas

### **WHAT YOU'LL DO:**

Pop-Up Food Hub Operations Associates are responsible for supporting and implementing the daily operations of the PUFH, which include:

- Fulfill deliveries to program partners in PUFH vehicles while ensuring that all orders are correct, that deliveries are made on-time, and that our customers and program partners are served with the utmost care
- Assist with all at-market operations of the PUFH by receiving produce from farmers, leading assembly lines, packing wholesale orders, and setting up/breaking down equipment
- Manage the equipment used by the PUFH by overseeing inventory in PUFH supplies and facilitating maintenance of PUFH vehicles, equipment, and storage facilities

### **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 seasonal part-time, non-exempt position with regular weekly hours, ranging from 20-30 hours per week, depending on PUFH customer demand. This role will terminate on/no later than

11/24/2021, with the possibility of extending to 12/21/2021 based on the organization's needs and employee's availability.

- Required shifts as follows:
  - Mondays 7:30AM - 2:00PM
  - Tuesdays 8:30AM - 5:00PM
  - Fridays (occasional) 9:00AM - 1:00PM
  - Saturdays 7:00AM - 2:30PM
- This role is compensated at a rate of \$20 per hour. Compensation will be reassessed after 8 weeks of employment, with potential for increase at that time based on performance.
- All part-time employees receive 40 hours annual sick leave after their first 90 days of employment. Employees hired for part of the year will be granted a prorated amount of sick leave.
- This role is not eligible for holiday or vacation leave or other company benefits.

### **PHYSICAL & OTHER REQUIREMENTS**

- Able to regularly load objects up to 50 lbs onto or off of a dolly from a truck or table
- Able to regularly push a cart or dolly weighing 150-600 lbs, across a distance of up to 200 yds
- Must be able to work in all-weather conditions in an outdoor environment
- Able to remain in a stationary position and/or move about the worksite for 5-7 hours per workday during the Pop-Up Food Hub Season
- Access to a personal smartphone with data
- Able to load and unload the delivery vehicles independently while driving delivery routes up to 4 hours in length
- Valid driver's license and a clean driving record

### **HOW TO APPLY:**

- Applications for this role are accepted on a rolling basis.
- To apply for this position, please fill out the application form at <https://tinyurl.com/pufhopsassociate>

### **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