



FRESHFARM

25 years of nourishing our food future

POP-UP FOOD HUB COMMUNITY DELIVERY DRIVER

Updated: April 2022

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.

POSITION DESCRIPTION:

Pop-Up Food Hub Community Delivery Drivers are responsible for fulfilling deliveries of PUFH produce bags to the organization's community partners and individual recipients' households in their personal vehicles.

Applications for this role will be accepted on a rolling basis. Community Delivery Drivers will be supervised by the PUFH Operations Manager.

PRIMARY RESPONSIBILITIES

Pop-Up Food Hub Deliveries

- Arrive at PUFH Farmers Markets and, with the assistance of other members of the PUFH team, load pre-packed produce bags into the delivery driver's personal vehicle.
- Communicate availability and confirm shifts with the PUFH Operations team through email and text on a weekly basis
- Fulfill up to 25 deliveries per route to businesses and households in their personal vehicles in DC, Southern Maryland, and Northern Virginia
- Distinguish between different types of bags to ensure recipients receive the correct delivery
- Maintain FRESHFARM's standard of food handling and food safety
- Use PUFH mobile delivery app to follow routes and confirm success of deliveries
- Submit bi-weekly reimbursement requests for mileage accumulated on deliveries
- Familiarize themselves with general knowledge of the PUFH programs and effectively communicate program information to delivery recipients

PREVIOUS EXPERIENCE & STRENGTHS

- Demonstrated ability to respectfully interact and effectively communicate with diverse individuals, including delivery recipients
- Expeditious, responsible, timely, reliable
- Comfortable working independently
- Communicative and responsive

PHYSICAL & OTHER REQUIREMENTS

- Must have a clean driving record and valid driver's license. FRESHFARM reserves the right to check the driving background of all applicants.
- Must have access to an insured, reliable, and clean vehicle for all delivery shifts
- Must be able to lift and transport produce bags weighing up to 25lbs from their vehicle to the point of delivery
- Must be able to work in all-weather conditions
- Must be able to drive delivery routes for up to 4.5 hours
- Must have access to a personal smartphone with data
- Must comply with FRESHFARM Community Delivery Driver Handbook during delivery shifts
- Must be fully vaccinated against COVID-19 or able to acquire & submit results of PCR tests weekly; must be willing to acquire full COVID-19 vaccination & booster as required by FRESHFARM's grants & funding contracts

POSITION DETAILS

- This is a part-time, non-exempt position with regular weekly hours, ranging from 4-15 hours per week.

Required shifts for the 2022 Spring PUFH season (March-May):

Day	Time	Dispatch Location
Saturdays	10:30AM - 2:30PM	1400 N Courthouse Rd Arlington, VA 22201

Required shifts for the 2022 Prime PUFH season (June-November):

Day	Time	Dispatch Location
Tuesdays	12:30PM - 5:00PM	1098 New York Ave NW Washington, DC 20001
Thursdays	12:30PM - 4:30PM	322 40th St NE Washington, DC 20019
Saturdays	12:00PM - 4:00PM	3701 Hayes St NE Washington, DC 20019

- PUFH Community Delivery Drivers may not be assigned to every shift. Shifts and delivery schedules will be communicated by the PUFH two weeks in advance.
- This is a seasonal role that will terminate on/no later than 11/19/22, with the possibility of extending to 12/20/2022 based on the PUFH's needs and employee's availability.
- FRESHFARM will provide PPE, including masks, gloves, and hand sanitizer, to staff at all PUFH shifts. All staff are expected to properly and appropriately use all PPE provided and maintain social distancing of at least six feet between other staff, market customers, and delivery recipients at all PUFH shifts.

COMPENSATION

- This role is compensated at a starting rate of \$19 per hour.
- Community Delivery Drivers will be reimbursed for mileage on their vehicle accumulated during deliveries at a rate of \$0.585 per mile.
- As gas prices continue to rise, Community Delivery Drivers will receive one \$10 VISA gift card prior to each delivery shift to further offset the cost of gas in addition to the mileage reimbursement stated above. This policy applies only to the 2022 season and will remain in effect as long as regional gas prices are above \$3.85 per gallon.
- 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 is a seasonal role and is not eligible for holiday or vacation leave.
- This role is not eligible for any company benefits

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/pufhdrivers>

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: (1) Employment, recruitment, or advertisements for employment, (2) Compensation, termination, upgrading, and promotions, and/or (3) Any other conditions of employment