



POP-UP FOOD HUB OPERATIONS ASSOCIATE; 2023 MAIN SEASON

Updated March 2023

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) 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
- Not afraid to work outside & get down and dirty with the local food system

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; ensure all orders are correct, deliveries are made on-time, and 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 equipment used by the PUFH by loading and unloading equipment needed for operations into vehicles 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 25-40 hours per week, depending on PUFH customer demand. This role will terminate no later than 11/22/2023, with the possibility of extending through 12/22/2023 based on the organization's needs and employee's availability. Operations Associates in the 2023 season may also be eligible for rehire for the 2024 season based on program needs.
- Required availability is as follows*:

- Mondays 9:00AM - 2:30PM
- Tuesdays 8:30AM - 4:30PM
- Wednesdays 12:00PM - 7:30PM
- Thursdays AM 8:30AM - 4:30PM **OR**
- Thursdays PM 11:30AM - 6:30PM
- Fridays 9:00AM-12:00PM
- Saturdays 7:00AM - 2:00PM

***These shift times represent maximum shift lengths. Shift lengths can vary depending on program needs and demand.** Operations Associates may not be assigned to all of the shifts listed above depending on program needs.

- Shifts begin and end at the PUFH homebase, located at 5028 46th Ave, Hyattsville, MD 20781, where organization vehicles are parked and where some packing shifts occur. This location is most easily accessible by car, but can also be accessed by metro/bus. Small reimbursements for travel may be available on a case-by-case basis.
- This role is compensated at a starting rate of \$21 per hour.
- 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.
- Employees in this role are eligible to contribute to an employee-funded 403b retirement plan

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
- Able to operate delivery vehicles, including a large cargo van and/or 11-ft box truck; valid driver's license required
- Able to load & unload the delivery vehicles independently while driving delivery for up to 6 hrs
- 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 tinyurl.com/2023opsassociate
- **Applications are due 4/14/2023.** We will reach out to qualified applicants for virtual interviews in mid- to late April after confirming the PUFH customer interest & staffing needs for the summer.
- Applicants will be expected to provide 2-3 professional/academic references.
- The anticipated start date for this position is 5/15/2023.

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.