



# FRESHFARM

nourishing our food future

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

- Passionate about FRESHFARM's mission and open to taking direction and running with bold ideas
- Can independently resolve problems by being proactive, creative, and flexible
- Detail oriented and efficient in your execution of every task
- Can communicate and collaborate with diverse individuals as a member of a team
- Not afraid to work outdoors and get down and dirty with the local food system

*Minimum 1 year of relevant work in operations/logistics or delivery required for consideration*

**WHAT YOU'LL DO:** PUFH Operations Associates report to the Operations Manager and are responsible for supporting the operations of the PUFH by doing the following:

- Fulfill deliveries to program partners in PUFH vehicles; ensure all orders are correct, deliveries are on-time, and customers & program partners are served with the utmost care
- Execute PUFH operations by transporting equipment, receiving produce from farmers, leading assembly lines, packing wholesale orders, assisting with loading items for delivery, and setting up/breaking down equipment
- Manage and maintain vehicles, equipment, and storage facilities used by the PUFH

### 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 position with regular weekly hours, ranging from 15-32 hours per week, depending on program needs. **Currently we are seeking 2-3 Associates interested in working closer to 25-30 hrs/week, and one Associate interested in working 15 hrs/week.**
- This is a seasonal role that will terminate no later than 11/27/2024, with the possibility of extending through 12/23/2024 based on the organization's needs and employee's

availability. Operations Associates in the 2024 season may also be eligible for rehire for the 2025 season based on program needs.

- Required availability is as follows\*:
  - Mondays 9am-3pm
  - Tuesdays 8:30am-4pm
  - Wednesdays 12:00pm-8:00pm
  - Thursdays 9:30am-5:00pm
  - Fridays 9am-1pm
  - Saturdays 7am-2pm

***\*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.
  - The employee must also be able to work from FRESHFARM's office in downtown DC (required for first day of onboarding)
- This role is compensated at a starting rate of \$21/hr; eligible for \$22/hr after two years tenure, \$23/hr after four years tenure, and capped at \$24/hr after seven years tenure
- 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.
- Accrues vacation (1 hr / every 26 work hrs); increases after 3 & 6 yrs tenure, respectively

#### **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 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 hrs/day
- Able to operate delivery vehicles, including a large cargo van and/or 11-ft box truck; valid driver's license & clean driving record required
- Able to load & unload the vehicles independently while driving delivery for up to 6 hrs/day
- Access to a personal smartphone with data; \$25/month cell phone stipend provided
- Access to a personal vehicle is preferred, but not required, for ease of commuting
- 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/OpsAssoc24](https://bit.ly/OpsAssoc24)
- **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 Monday, 4/15/2024

#### **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.