



POP-UP FOOD HUB OPERATIONS & PROCUREMENT ASSOCIATE

Updated July 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; experience in customer service, farmers market, or public facing client or retail work is a plus but not required

WHAT YOU'LL DO:

The PUFH Operations & Procurement Associate is responsible for independently executing retail procurement for the [FRESHFARM FoodPrints program](#) and for supporting the main season and off-season operations of the PUFH by participating in packing operations and fulfilling deliveries to program partners. The PUFH Operations & Procurement Associate will be supervised by the PUFH Operations Manager.

- **FoodPrints Procurement and Operations:**
 - Place orders online and/or with farmers
 - Maintain and communicate updated product availability and order updates
 - Procure from market, transport to the PUFH warehouse, and create & fulfill order delivery
 - Maintain financial, tracking, and packing documentation
- **Food Hub Packing and Delivery:**
 - 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
 - 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
- **Maintenance and Administrative Tasks:** manage and maintain vehicles, equipment, gas purchasing, 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, regular, non-exempt position with variable weekly hours, ranging from 25-38 hours per week, depending on packing demand and procurement workloads. Shifts may include the following:

School Year (September - June)	Remainder of PUFH Main Season (July - November)
<ul style="list-style-type: none"> ■ Sundays, variable hours between 7am-3pm* ■ Mondays, variable hours between 9am-5pm* ■ Fridays, variable hours between 12pm-5pm* <p>*required/consistent shifts</p>	<ul style="list-style-type: none"> ■ Tuesdays, 8:30am-4:30pm ■ Thursdays, 9am-5pm ■ Fridays, 9am-12pm ■ Saturdays, 7am-2pm

- This role supports both the FoodPrints Team and the Pop-Up Food Hub Team, which have different, but overlapping operating seasons. As a result, hours may vary throughout the duration of the calendar year as programming starts, ends, and overlaps.
- Required working locations for this position include:
 - FRESHFARM Office (1100 15th St NW, Washington, DC 20005): for onboarding, materials pick up, and occasional in person meetings
 - PUFH HQ (5028 46th Ave, Hyattsville, MD 20781): for vehicle storage and packing shifts. 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 rate of \$23-\$24 per hour based on experience
- All part-time employees receive 40 hours annual sick leave (prorated). All new employees accrue vacation (1 hour per every 26 hours worked) with increases after 3 and 6 years tenure, respectively.
- This position is eligible to contribute to a 403b plan (opt-in; Roth or post-tax).

NOTE: While this role is currently part-time, as the Pop Up Food Hub and our collaboration with FoodPrints grows, there is potential for this role to grow into a full-time position.

PHYSICAL & OTHER REQUIREMENTS

- Must be able to regularly load objects up to 50 lbs onto or off of a dolly from a truck or table; regularly push a cart or dolly weighing 150-600 lbs, across up to 200 yds; and remain in a stationary position and/or move about the worksite for 6-8 hours per workday
- Must be able to work in all-weather conditions in an outdoor environment
- Must have access to a personal smartphone with data; \$25/month stipend provided for use
- Must be able to operate delivery vehicles, including a large cargo van and/or 11-ft box truck; valid driver’s license required & clean driving record required
- 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/PUFHassoc24
- **Applications are accepted on a rolling basis.** We aspire to reach out to qualified applicants for virtual interviews within two weeks of receiving application materials.
- Applicants will be expected to provide 2 professional/academic references.
- We hope the person in this position will start in late August or early September

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.