



Position: Food Hub Driver

Organization History: Coastal Foodshed (CFS) is a non-profit farmer food hub based in New Bedford, MA. Our mission is to strengthen the local food economy by making it easier for growers to sell, and consumers to buy healthy, affordable, local foods, with a focus on making locally grown and made food more equitably accessible to marginalized and/or food insecure households in New Bedford. We sell and distribute local food to community members, restaurants, farmers, schools, and food pantries through both retail and wholesale channels. Coastal Foodshed is a growing organization and currently going through a transition phase to expand food hub operations including building out a new space at the Kilburn Mill.

Position Overview: Coastal Foodshed is seeking a dedicated and reliable Food Hub Driver to join our team. The Food Hub Driver will be responsible for sourcing local food from farmers and producers, delivering orders to wholesale customers, and packing wholesale orders. This position plays a crucial role in ensuring the smooth operation of our food hub and maintaining high standards of quality and customer satisfaction. The Food Hub Driver reports directly to the Wholesale Manager.

Essential Duties and Responsibilities

- **Sourcing from Farmers/Producers:** Visit local farms and suppliers to collect fresh produce, meats, dairy, eggs, etc. ensuring that all products meet quality standards and adhere to Coastal Foodshed's sourcing guidelines.
- **Delivery Operations:** Safely and efficiently transport orders to customers' locations, following established delivery routes and schedules. Provide exceptional customer service during deliveries, including friendly interactions and timely order fulfillment.
- **Packing Wholesale Orders:** Assist with packing wholesale orders for distribution to restaurants, schools, and other wholesale partners. Ensure that orders are accurately packed and prepared for delivery.
- **Inventory Management:** Maintain accurate records of inventory levels, both at the food hub and during deliveries. Communicate any discrepancies or issues to the appropriate team members.
- **Vehicle Maintenance:** Perform routine maintenance checks on delivery vehicles, including checking oil levels, tire pressure, and overall vehicle condition. Report any maintenance issues or concerns to management promptly.

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- **Food Safety and Compliance:** Adhere to all food safety regulations and guidelines while handling and transporting food products. Maintain cleanliness and sanitation standards in delivery vehicles and packing areas.
- **Communication:** Communicate effectively with farmers, customers, and internal team members to ensure smooth coordination of delivery operations and address any issues or concerns that arise.
- **Customer Relations:** Represent Coastal Foodshed in a professional manner during interactions with customers and suppliers. Address any customer inquiries or concerns promptly and courteously.

Requirements:

- Valid driver's license and clean driving record
- Must be able to repeatedly lift 60+ pounds in various conditions
- Experience operating manual and electric pallet jacks is a plus (training is provided)
- Experience driving heavily loaded cargo vans and box trucks in urban and rural environments
- Knowledge of local geography and familiarity with delivery routes
- Excellent communication and customer service skills
- Commitment to upholding food safety standards and regulations
- Detail-oriented with excellent record keeping and planning skills
- Basic vehicle maintenance knowledge (change tire, top-off fluids)
- Basic technology skills – computer and smartphone competency
- Ability to work independently and as part of a team in a fast-paced environment
- Good humor, an ability to think on your feet, and an easy but focused work style
- Customer service or similar experience
- Previous experience in a delivery or logistics role
- High school diploma or equivalent

Hours & Benefits:

This is a part-time hourly, non-exempt position with a rate of \$20 per hour. Hours are variable depending on seasonal demand and can fluctuate between 24-40 hours/week. Benefits include SIMPLE IRA retirement plan after 1-year, health insurance, paid time off, 11 paid holidays with a 1-week holiday break, professional development, local food stipend, employee discounts, access to some of the best local food around, and working in a fun, exciting environment with smart, passionate people who love food and working to make real changes to our food system

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How to Apply:

Please send an email detailing why you would like to work in this position along with your resume to localfood@coastalfoodshed.org with subject line: "Food Hub Driver and Packer" in the subject line. The position is open until a suitable candidate is identified; an ideal start date would be May 1, 2024.

Coastal Foodshed values a diverse, equitable, and inclusive workplace and strongly encourages women, people of color, LGBTQ+ folks, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.