

Bring It Food Hub  
Hub Assistant

*Bring It Food Hub is a non-profit distributor of local fruits, vegetables, and other farm products in Memphis, TN. We sell local fruits, vegetables, eggs and value-added products to individuals, congregations, restaurants and institutions in Memphis.*

*Our Mission is to promote community development in Memphis and the Mid-South by increasing access to healthy, affordable local foods, and strengthening farmer livelihoods. We work closely with regional farmers who follow sustainable production practices that conserve natural resources and biodiversity.*

**Job Description**

The Hub Assistant position of Bring It Food Hub is an at-will, seasonal, part-time employment opportunity to assist in logistics for the operations of a regional multi-farmer food hub, including a 600-share Community Supported Agriculture (CSA) program, and low-income food access program, providing fresh, locally-grown fruits and vegetables to customers around the Memphis area.

The Hub Assistant will assist Bring It Food Hub full-time staff with the successful completion and implementation of daily objectives, including CSA and wholesale delivery, customer service, as well as special assignments and initiatives.

This part-time, seasonal position is a 30-hour per week commitment, Tuesday through Friday, 9:00 am - 4:30 pm, compensated at \$14.75 per hour. The season begins May 2<sup>nd</sup> and ends Nov. 21<sup>st</sup>, 2016, though extra work dates before and after these times may be required for training and cleanup.

**Primary Responsibilities**

As assigned, the Hub Assistant will complete in a professional and timely manner:

- Assist Food Hub Manager with daily hub operations including:
  - CSA prep
  - Weighing, sorting, packing, and storing produce
  - Organizing volunteers
  - Loading and driving vans
  - Making deliveries and running hub errands
  - Hub organization and cleanliness
- Basic administrative tasks at the hub (e.g. phone, printing, filing, organizing, and packing lists)
- Assisting with online sales and orders through Farmigo.com
- Document creation (e.g. newsletter assistance)

**Required Qualifications**

- Bachelor's degree or equivalent business and/or non-profit experience;
- A commitment to the mission of Bring It Food Hub in support of local farms and food access;
- Competencies with Windows software such as Microsoft Word, Microsoft Excel, email platforms, etc.;
- Working knowledge of seasonal produce available in the Mid-South;
- Preferred 2 years of experience in delivery operations;
- Experience handling produce and assessing produce quality. Previous experience in commercial farming, wholesaling, supervising of produce preferred;

- Previous customer service experience;
- Community organizing and cross-cultural experience helpful;
- Friendly, reliable, high energy level, comfortable performing multiple tasks in conjunction with day-to-day activities;
- Good interpersonal skills; team player, ability to interact with diverse personalities, tactful, flexible;
- Good reasoning abilities and sound judgment;
- Self-motivated and directed; ability to work well within a rapidly-changing environment;
- Access to reliable private transportation necessary;
- Ability to work a flexible schedule, including days and evenings;
- Valid driver's license and a clean Motor Vehicle Record

Special requirements:

- Ability to perform varied and repetitive warehouse tasks including manual lifting of boxes between 25 – 50 pounds, in conditions that vary from hot and humid, to cold and wet, and up and down stairs.

**To Apply**

Please email your resume and interest letter to [localfood@bringitfoodhub.com](mailto:localfood@bringitfoodhub.com)

As an EOE/AA employer, Bring It Food Hub will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, sexual orientation, gender identification, veteran or disability status.