



DATE	April 2016
TITLE	Food Hub Driver
STATUS	.30 FTE / Non-exempt
REPORTS TO	Food Hub Manager

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 Bring It Food Hub driver is responsible for successfully delivering CSA and wholesale produce orders to local institutions, homes, churches and community centers throughout Memphis, TN. This position will operate in a fast-paced, ever-changing environment, where a large amount of produce will need to be delivered in a timely and efficient manner.

This part-time, seasonal position is a 12-hour per week commitment, Tuesday through Friday, between 9:00 am - 5:00 pm, compensated at \$14.75 per hour. The season begins May 2, 2016 and ends Nov. 21, 2016, though extra work dates before and after these times may be required for training and cleanup.

Primary Responsibilities

- Deliver CSA shares and whole deliveries daily to 30+ sites per week in the Memphis area using Bring It Food Hub vehicle, ensuring timely produce delivery;
- Implement delivery routes provided by Food Hub Manager;
- Troubleshoot delivery or pickup concerns;
- Provide customer service to CSA shareholders daily at pickup locations and communicate/report problems or issues to guarantee customer satisfaction;
- Operate commercial vehicle in compliance with local, state, and federal laws;
- Keep track of inventory by reporting any goods that are lost, stolen or damaged while in transit;
- Inform Food Hub Manager of any produce not delivered, for any reason;
- Perform pre & post trip inspection of vehicle;
- Assist in daily monitoring operational needs of delivery vehicle and schedule maintenance as needed in order to ensure proper operation of essential equipment;

- Assist daily in maintaining a clean and organized packing site, in order to ensure efficient and effective use of space.

Required Qualifications

- Associate or Bachelor's degree preferred;
- 2 years of experience in delivery operations and some customer service experience;
- Experience handling produce, with previous experience in commercial farming, wholesaling, supervising of produce preferred;
- Good interpersonal skills; reliable team player, ability to interact with diverse personalities, tactful, multi-tasker and high energy;
- 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; Commercial Drivers License is preferred.

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.

How to Apply

Please email your resume and interest letter to 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.