



Job Posting
Delivery Driver
Part-Time

The Hudson Valley Farm Hub (HVFH) is a non-profit center for resilient agriculture located in Ulster County, New York. Founded in 2013, HVFH is dedicated to fostering an equitable and ecologically resilient food system in the Hudson Valley. We provide professional farmer training, host and conduct research, cultivate language justice, and support food access efforts in the region through food donations and innovative mission-aligned programming. We grow grains, cover crops, and vegetables with production taking place year-round across 1500 acres of farmland and a suite of greenhouses. A diverse, multi-lingual staff of 55 full-time employees serve in varied roles in areas of administration, farm operations, and programs.

We are seeking a customer service-oriented and reliable individual to join our team for the newly created position of Delivery Driver. This is a part-time position.

Position Summary

The Delivery Driver will report to the Distribution Manager and will work in close collaboration with members of the Community Food and Operations teams to support the Farm Hub's mission and goals for providing access to fresh, healthy, local food to the community. This individual will be responsible for on-time delivery of food from the Farm Hub, safe operation of the Farm Hub's vehicles, maintaining food safety during delivery, and some administrative and operational tasks related to food delivery.

Essential Duties and Responsibilities

- Safely and efficiently operate delivery truck and other vehicles as necessary, for single day delivery routes
- Efficiently and carefully load and unload delivery truck loads of full pallets
- Maintain truck cleanliness
- Abide by all transportation laws and maintain safe driving record
- Attend required Farm Hub training for the use of job-related equipment such as forklifts, pallet jacks, and vehicles, as well as food and farm safety
- Accurately maintain appropriate paperwork, such as vehicle logs and bills of lading to comply with GAPs and other protocols
- Interface with customers and maintain friendly and responsive communications with them

- Attend team meetings as needed and provide feedback to help shape our collective work
- Assist with inventory control as needed
- Other duties as assigned

Qualifications

- Minimum 2 years driving experience, CDL not required
- History of operating large box truck vehicles and in transporting agricultural or food products safely and efficiently
- Superior attention to detail
- Full range of mobility required, including bending and crouching, as well as the ability to lift heavy items up to 50 lbs repeatedly
- Ability to communicate in a friendly professional manner with customers and co-workers
- Working knowledge of computer programs such as MS Excel, Google Sheets, MS Outlook, and MS Word
- Experience with forklifts and pallet jacks preferred, or a willingness to be trained required

This is a part-time, non-exempt position with a work schedule of between 15-19 hours per week. The pay rate is \$21 per hour.

As an Equal Opportunity Employer, the Hudson Valley Farm Hub is committed to creating an inclusive workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds. We welcome applicants of all races, ethnicities, national origins, genders, and sexual orientations, and differently-abled people.

Please email a resume, cover letter, and three references to jscott@hvfarmhub.org. Applications will be reviewed on a rolling basis beginning January 2022. Start date is scheduled for February 2022.