



Operations Team Member

Help bring local, affordable, fresh food to food insecure neighborhoods across DC.

Organization Overview

Arcadia Center for Sustainable Food and Agriculture is on a mission to cultivate vibrant local food systems that prioritize health, equity, and sustainability, from the farm forward. Founded in 2010, Arcadia has four distinct programs: Sustainable Farm Production, Veteran Farmer Training, Youth Farm Education and the Mobile Market. All farm production and education programming is held at Arcadia's Alexandria, VA site, while the Mobile Market is based in Northeast Washington, DC. The Mobile Market Headquarters is located at 1800 Perry Street NE, approximately 1 mile east of the Brookland Metro Station.

Arcadia's Mobile Market was established in 2012 to improve access of local farm fresh food to the most underserved areas in Washington, DC. The Mobile Market offers local food grown on Arcadia's farm and sourced from several local farms to offer a wide selection of produce, meat, eggs and more. The Mobile Market is the lead provider of a direct-to-consumer local food access in Wards 7 and 8. The Market is open to everyone, and food assistance recipients are incentivized to shop at the market through Arcadia's matching program, doubling the value of SNAP, WIC and Senior FMNP checks. Market sites are chosen for customer accessibility and convenience, including schools, libraries, recreation centers and senior wellness centers. 2020 will be the Mobile Market's 9th season, returning to many market sites for the 6th-9th year in a row.

Our programmatic goals:

1. Make high-quality, local food convenient, affordable and consistently available for all DC residents.
2. Support community driven food access and community ownership of long term solutions.
3. Center opportunities for market-goers, staff and local farmers to forge direct connections and build community around food.

Job Description

Operations Team Members will work closely with Arcadia's Mobile Market Operations Manager to process incoming deliveries, manage inventory at headquarters, and load out all items for daily markets. Operations Team Members may also be responsible for weekly sourcing runs to pick up produce from Arcadia's Farm in Alexandria, VA. Team Members must possess and practice strong communication, organization and strategic problem-solving skills to successfully carry out the role.

Reports to: Mobile Market Operations Manager

Responsibilities

Inventory Management/Market Prep

- Follow required food safety protocols while handling produce
- Break down incoming deliveries for market and storage
- Understand guidelines to properly allocate inventory for each daily market
- Safely and effectively load pallets and dollies to maximize efficiency
- Move large volumes of produce from storage space to staging areas for vehicle loading
- Organize walk-ins and dry storage areas before and after deliveries/load out
- Assist in preparing any Special Orders for market
- Coordinate donation pick ups or deliveries of unmarketable produce to various program partners

Detail-Oriented Work

- Assess product quality and communicating issues with Operations Manager
- Record inventory to assist with allocations and ordering guidance
- Improve product quality through diligent sorting, culling, manicuring, etc.
- Routinely grade produce to determine quality for market, donation, or composting

Facilities Maintenance

- Aid in maintaining the condition of kitchen space, walk-ins, freezer, etc.
- Maintain Food Safety standards of facilities
- Regularly scheduled maintenance

Sourcing from Farm(s) - 1-2 days per week

- Operate refrigerated Sprinter van and 14' Box truck to pick up food from area farms
- Ensure the stability and safe handling of food from pickup to delivery
- Returning of bins and compost

Perform other related duties as required

Qualifications

- Priority given to candidates who live near or have convenient transportation to Mobile Market headquarters (1800 Perry St NE, Washington, DC 20018)
- Valid driver's license with clean driving record
- Experience operating larger vehicles, or a willingness to be trained
- Ability to lift 50 lbs regularly
- Receptive to learning new systems, and receiving coaching when necessary
- Strong communication and interpersonal skills (Prompt and clear communication in all forms)
- Positive in demeanor, organized and reliable
- Skilled at taking initiative and seeing tasks through to completion
- Ability to perform efficiently in a fast-paced environment with competing demands

Preferred Qualifications

- Knowledge of food inequity in DC and a passion for community-centered food access
- Experience working in the food industry (farming, restaurant, grocery, etc.)
- Food Safety Manager or Handler Certification
- Familiarity with fresh food handling, quality standards and care
- Excellent geographic knowledge of and experience driving in Washington, DC

Schedule

- Start Date: May 2020
- Seasonal Position, May-October 2020
- Tentative End Date: First week of November 2020
- 3-4 shifts per week, 20-30 Hours
- Operations Team schedule will align with delivery days and market operation, Tuesday through Saturday.
- Opportunities available for cross-training on Market Associate role and therefore additional hours
- Additional hours possible during peak season (August, September) or times of increased need

Compensation

- \$15/hour starting rate, with opportunities for rate increase during season
- 5 days of paid time off during market season
- Periodic Paid off-market team building days
- Ready access to local, farm fresh food all season long!

Apply

Accepting applications no later than **March 20, 2020**. Email your resume, proof of Driver's License, three references and brief answers to the questions below to Erin Close, Mobile Market Director, at erin@arcadiafood.org. Feel free to reach out with any questions.

1. What is your relationship to food inequity?
2. How do you work as part of a team?
3. Share anything you really want us to know about you!

Arcadia is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.