



## **Driver Job Posting**

*Full-time or Part-time, seasonal position*

### **Expected Schedule**

Part-time: Flexible start – December: Schedule of 16-24 hours/ week

Full-time: Flexible start – December: Schedule of 32-40 hours/ week (Monday-Friday)

### **Benefits & Pay**

Paid time off, sick time, wellness days, cell phone stipend, gear reimbursement, retirement benefits, & seasonal produce. The pay range for this position is \$19-23/ hour and overtime (1.5x hourly rate) is paid for time worked over 40 hours/ week.

### **About**

Boston Area Gleaners is a regional food systems organization working at the intersection of farming, food waste, and food access. We focus on meeting the immediate needs of families who lack access to affordable, healthy food while also addressing the systemic causes of food insecurity. We also own and operate Stonefield Farm in Acton, Massachusetts.

Our drivers are responsible for distributing produce to our food access partners and food hub customers throughout MA. They effectively operate our vehicles and equipment while practicing safety standards. Drivers are held to a high level of accountability and punctuality in order to fulfill distribution routes and on-farm pick-ups.

Boston Area Gleaners is an equal opportunity employer with a commitment to a diverse workplace. We recruit, train, and promote candidates based on their qualifications regardless of race, color, religious creed, gender, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, veteran or military status, genetics, or other status protected by state or federal law.

## Primary Responsibilities

### *Vehicle & Equipment Operation*

- Drive vehicles up to 26 feet long and ensure stable load while driving in urban and rural areas
- Comply with the Gleaners'-driver training, policies, and standards by always driving lawfully and carefully; observe legal load capacity of the vehicle, adjust vehicle speed, and modify routes as needed
- Operate manual pump jacks and electric power jacks as needed to rotate inventory and unload/load trucks.
- Practice safe measures learned during the Gleaners' vehicle & equipment trainings; Stay alert to surroundings and communicate to people around you whenever operating vehicles and equipment
- Contribute to the Gleaners' culture of safety, always acknowledge, and mitigate risk whenever possible

### *Vehicle Upkeep & Maintenance*

- Maintain vehicle supply levels including emergency and sanitation supplies
- Communicate vehicles and equipment issues to the *Transportation & Logistics Manager* promptly; monitor all equipment for maintenance issues.
- Complete end of day checklists to comply with the food safety plan
- Clean and wash trucks

### *Distribution & Pick Ups*

- Build orders and load trucks to fulfill distribution orders, based on direction from *Operations Management*
- Develop on-the-ground relationships with staff at partner agencies and farms; communicate all challenges and concerns, as well as feedback received from partner agency or farm staff to *Operations Management*
- Communicate effectively and provide excellent customer service to all Gleaners and Food Hub partners
- Follow delivery and pick up protocols for each food access partner, food hub customer, and farm
- Ensure safe and proper product handling in accordance with the Gleaners' food safety plan; Quality standards should be verified for all incoming products
- Ensure accurate recordkeeping including obtaining all necessary signatures and adjusting order inaccuracies
- Practice injury prevention by using safe lifting techniques and communicating to the team anytime assistance is needed; Likewise, support the team when someone may be facing an injury or need assistance

## Additional Responsibilities

- Unload farm pick-ups into coolers or appropriate storage, based on direction from *Operations Management*
- Follow all policies and procedures related to inventory management outlined in the Gleaners' food safety plan
- Practice injury prevention by using safe lifting techniques and communicating to the team anytime assistance is needed; Likewise, support the team when someone may be facing an injury or need assistance
- Complete and submit incident and accident reports, anytime an incident or accident occurs

## Skills

- Basic Smart Phone competency
- Basic vehicle maintenance competency (training is provided)
- Ability to operate pump and power jacks (training is providing)

## Preferred Qualifications & Experience

- Valid driver's license and driving history approved by our auto-insurer
- Able to repeatedly lift 60+ pounds
- Experience driving heavily loaded box trucks in urban and rural environments is preferred (training is provided)
- Customer Service Experience is preferred
- Familiarity with navigating Boston highways is a plus