



Boston Area Gleaners, Inc.

From farms to families

240 Beaver Street - Waltham, MA 02452

(781) 894-3212

www.bostonareagleaners.org

Job Description Driver – FY21

Job Title: Driver

Reports To: Operations Director

Status: Seasonal – (24 to 48 weekly); Non-Exempt (Hourly)

Seasonal full time: May 2020 – January 2021

Off-season, 24 hrs weekly (three days/wk): February 2021-June 2021

Compensation and Benefits:

- Hourly Pay starting at \$20 - 30/hr commensurate with experience
- Overtime (1.5x hourly rate) pay for time worked over 40hrs/week. OT hours are to be approved by the Operations Director
- Three-month training/probation period for new hires; upon successful completion, pay rate may be increased based on experience and skill level
- Paid Holidays:
 - Thanksgiving 11/26/20 (Office Closed)
 - Day after Thanksgiving 11/27/20 (Office Closed)
 - Christmas 12/25/20 (Office Closed)
 - New Year's Day 1/1/21 (Office Closed)
- Other holidays (Overtime pay if worked; unpaid if not worked):
 - Martin Luther King Jr. Day 1/18/21
 - President's Day 2/15/21
 - Memorial Day 5/25/20
 - Independence Day 7/4/20
 - Labor Day 9/7/20
 - Columbus Day 10/12/20
 - Veteran's Day 11/11/20
- Sick Time: Accrued and prorated based on hours worked (Max. 40 hours)
- Cell Phone Usage:
 - Issued company cell phone during work hours
- Work clothing/gear stipend: \$150.00 reimbursement (receipt required)
- Weekly gleaned produce CSA box
- Professional development opportunities including several trainings and certifications

Position Description

The Driver assist in the fulfillment of the mission as established by the Board of Directors, which is to rescue surplus farm crops for people in need. In doing so, we are building a reliable supply chain of agricultural surplus to regional hunger relief food agencies. A very high degree of accountability is required in order to provide excellent customer service and outcomes to our partner farms, recipient agencies, volunteers, donor base, and our primary beneficiaries – food insecure people in eastern MA. The Driver facilitates the flow of produce from farms to recipient agencies throughout the region. This position also works closely with the Operations Director (OD) and the Operations Manager (OM) to continuously to improve operations.

Specific Responsibilities

- ***Communicate effectively with farmers, recipient agency staff and BAG staff.***

The driver is responsible for communicating with on the ground staff at farms and recipient agencies. The driver is expected to provide excellent customer service to these core customers and to be mindful of our impact on their operations. Effective, timely and frequent communication with BAG team and all stakeholders is key to the successful functioning of operations. Attendance at weekly operations team meetings is required.
- ***Assist in coordination, organization and execution of distribution activities.***

The Driver assists with organization and coordination under the direction of the operations management team as needed.
- ***Carry out the distribution of donated produce to recipient agencies.***

Build orders based on supervisor's instructions and load into agency vehicles for pickups and/or BAG vehicles for delivery. Communicate effectively with recipient agency staff and follow delivery protocol at each agency to provide excellent experience and customer service to partner agencies. Communicate any challenges, concerns, or feedback from "on the ground" agency staff to supervisor(s) promptly.
- ***Conduct on-farm pickups of donated produce.***

Communicate with supervisor(s) and farmers to receive donated post-harvest produce. Adhere to all instructions given by supervisor(s) on the execution of pick-ups and how to operate safely and considerately on the farm. Provide an excellent customer service to partner farms to build and maintain these partnerships. Communicate any challenges or concerns to supervisor(s) promptly.
- ***Ensure safe and proper product handling and packing.***

Adhere to all policies and procedures laid out in BAG food safety plan across supply chain from farm to recipient agency.
- ***Vehicle and gleaning supply maintenance.***

Monitor and communicate problems with BAG vehicles. Maintain vehicle supply levels including first-aid, tools, bag liners, clean gloves, drinking water, hand washing supplies, empty boxes, etc.
- ***Driving Performance.***

Drive lawfully and carefully at all times, heeding legal load capacity of vehicle; adjust speed and routes as needed. Driving instruction and training will be provided, which the Driver is expected to comply with.
- ***Equipment Operation.***

Operate all equipment in a safe manner. Training will be provided for safe equipment operation.
- ***Safety.***

First aid training is provided, but our ultimate goal is preventing injury in the workplace. The Driver is expected to help establish a culture of safety and prevention.
- ***Teamwork.***

The Driver is expected to take part in the cultivation of a team effort with other BAG staff. All BAG staff are responsible for ensuring that operations work is conducted safely and efficiently with other operations team members. Any and all conflicts with staff should be reported to the Operations Director immediately.
- ***Act as an ambassador of Boston Area Gleaners***

Team members are required to interact with many different stakeholders as part of their daily activities. All team members are expected to act as ambassadors of BAG and treat all parties with dignity and respect to maintain a community of openness and inclusivity.
- ***Other Duties as Assigned.***

BAG is a very small non-profit; at all times, a "pitch-in" spirit is expected. Assistance on special projects may be required in addition to normal duties.

Preferred Qualifications and Experience

- Food handling experience is strongly preferred.
- **Experience driving heavily loaded box trucks in urban and rural environments is strongly preferred.**
- **CDL- Class B license preferred.**
- Experience operating manual and electric pallet jacks and forklifts is a plus (training is provided).
- Customer service or similar experience is preferred.
- Detail-oriented with excellent record keeping and planning skills.
- Good humor, an ability to think on your feet, and an easy but focused work style.
- Bachelor's degree preferred.

Job requirements

- Must be reliable, committed, and efficient at completing job requirements.
- Must be effective in communicating with other program staff and organization stakeholders including farmers and partner agencies.
- Must be a responsible driver with minimum of 6 years driving experience, valid US drivers license, and capable of passing DOT physical.
- Must have ability and desire to relate to and work with various socio-economic and cultural groups, and unique personalities.
- Must have a high attention to detail (produce quality and record-keeping).
- Must be able to repeatedly lift 60+ pounds in various conditions. This position is physically demanding and requires an aptitude for manual labor.
- Ability to relate to farmers respectfully and knowledgeably.
- Basic vehicle maintenance knowledge (change tire, top-off fluids).
- Reliable transportation to office location.
- Personal alignment and commitment to the mission of the organization.
- Basic technology skills – computer and smart phone competency.

Expected Schedule

- Up to 48 hours/week (5 day work-week, 8 to 10 hours per day).
- Seasonal Full-Time: July 2020– January 2021, with reduced hours per week in the winter months.
- The schedule may be adjusted at the discretion of the Operations Director based on budgetary requirements, crop conditions and operational needs. Additional days and hours may be required during the busy season.
- Flexibility is required based on weather and crop availability.
- 2 weeks advance notice is required for time off requests, pending approval by supervisor.

Job Description Understanding and Agreement:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by those employed within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Accepted by _____ Date _____

Supervisor _____ Date _____