



Center for an
Agricultural
Economy

Home of the
Vermont Food
Venture Center

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The Center for an Agricultural Economy (CAE) was founded in 2004 to build a regenerative, just, locally-based and healthy food system that creates socially thriving and economically viable rural communities. CAE operates food hub services targeted to support local food and farm businesses with key food system infrastructure. CAE Farm Connex is a food hub aggregation, logistics and delivery service, supporting expanded market access to nearly 100 farms across Vermont. CAE Farm Connex delivers their products to over 300 retail and institutional customers in 12 of Vermont's 14 counties, as well as parts of New Hampshire.

OPEN IMMEDIATELY: Food Hub Delivery Driver (Full or Part Time Positions Available)

We're looking for the right mix of skills to add to our CAE Farm Connex delivery service. If you have a passion for helping farmers expand their market opportunities, are a skilled driver and excited about participating in the local agricultural movement, we'd love to hear from you. A commercial driver's license (CDL) is not required for this position but is considered beneficial.

The Food Hub Delivery Driver role is a critical position for the aggregation, organization, and delivery of farm products to market destinations. *Hours required for this position include early mornings and Saturdays. Full and part time positions and shifts are currently available.*

Summary of Position: Food Hub Delivery Driver

Hourly Compensation: *Starting at \$20.00+ per hour

**Negotiable based on driving experience; CDL certification starting higher.*

Multiple Shifts Available: Full or part time hours available weekly with 25-40+ hours per week (days, nights and weekends) available depending on candidate availability.

Benefits include: generous paid time off, SIMPLE IRA, Qualified Small Employer HRA, Employer-paid short-term disability and life insurance, professional development opportunities.

This position will work directly with: Farm Connex General Manager, Operations Manager, Dispatch & Logistics Coordinator and other driving staff, as well as producers/farm partners and their customers (retail sales associates, receivers, etc). We are seeking to fill multiple positions. Full-time shifts can expect an avg. of 30-40+ hours/week on the road fulfilling routes three to four days per week. Part-time drivers can expect to be on the road fulfilling routes two to three days per week with an avg. 25-35+ hours/week. This position involves moderate physical labor (lifting/pushing/pulling up to and >50 lbs with some equipment assistance) and also requires a high level of safety & detail-orientation, strong organizational & communication skills, and the ability to work safely & efficiently both independently and as part of a team.

Specific responsibilities of the position include:

Distribution & logistics:

- Operating medium duty refrigerated vehicles (safely) on our 25+ delivery routes
- Picking orders & delivery of perishable products in a safe & appropriate manner.
- AM loading and PM unloading of trucks as needed to maintain efficiency of limited warehouse space and safety of product.
- Maintaining accurate and organized daily delivery records.
- Coordinating product pickups with Farm Connex team members.
- Maintaining reliable, frequent communication with General Manager & Warehouse Manager.
- As needed, providing assistance in the warehouse or on other distribution tasks, such as packing, moving product, assisting on route delivery, etc.
- Responsibility for vehicle status reports & daily vehicle needs as coordinated by Operations Manager.
- Availability for early morning shifts to ensure products are at their destination for customer receiving hours.
- Ability to independently perform job responsibilities in a variety of weather conditions.
- Knowledge of basic food safety and handling guidelines is a plus.

Customer service engagement:

- Maintain the highest level of customer service with producers and receivers (*our drivers are the ambassadors of Farm Connex, so the development & maintenance of customer/producer relationships is essential*)
- Communicate regularly with all the members of the Farm Connex team to report any potential issues or needs of producers.

Respond to direct operational needs:

- Adhere to our COVID-19 protocols in consideration of evolving VT DOH guidelines
- Collaborate with staff when unexpected requests or issues arise to resolve them in a collaborative and timely manner
- Pitch-in as needed (warehouse operations troubleshooting, product aggregation, order picking, truck loading, pickup/delivery, paperwork filing, etc.)

Background on CAE

The Center for an Agricultural Economy (CAE) is a not-for-profit organization, which works to build a local, healthy, regenerative food system in the greater Hardwick area and beyond. Through education, outreach, infrastructure, and technical services, the CAE uses partnership and collaboration to achieve a food system that can support working lands and working people. Our approach is rooted in understanding specific community needs, and collaborating with local, regional, and statewide partners across sectors for long-term transformation and resilience.

Equal Opportunity Employer Statement

Building community leadership, investing in relationships, and listening to the needs of the community are core principles CAE applies to all of our work. We encourage anyone interested in this position to reach out with any questions, and we invite anyone to apply. CAE strives to foster an inclusive and supportive staff culture where learning and growth are supported. CAE believes an equitable food system is one with empowered communities that are socially and

economically thriving with shared mutual goals. CAE is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, national origin, religion, sex, sexual orientation, gender identity, genetics, disability, or veteran status.

To Apply: Please send your resume, and a letter of interest with contact information for two to three references to jobs@hardwickagriculture.org

Applicants are required to have a valid VT driver's license (Class D), and will be subject to an individual Motor Vehicle Report (MVR) and criminal background check to verify status and driving history. Upon hiring, candidates will be expected to obtain or renew their DOT-issued medical card.

For questions, please contact Corey Hennessey, Farm Connex General Manager, at corey@hardwickagriculture.org.