



VIVA FARMS

Delivery Driver & Facilities Assistant

Reports to: Sales & Education Manager, Director of Programs and Operations

Term: Full-time Hourly

Viva Farms is a non-profit Farm Business Incubator and Training Program. We empower beginning and limited-resource farmers by providing bilingual training in holistic organic farming practices, as well as access to land, infrastructure, equipment, marketing and capital.

Viva Farms is committed to maintaining a welcoming, respectful, and inclusive environment for its diverse community of farmers, staff, students, volunteers, and partners. Viva Farms provides equal opportunity for its programs and activities and does not discriminate against individuals on the basis of race, color, national origin, religion, sex, age, pregnancy, disability, marital status, military or veteran status, genetic information, sexual orientation, gender expression or identity, or any other status or condition protected by applicable federal, state or local laws. We welcome and encourage applications from people of all backgrounds.

Position Overview

Viva Farms manages several sales channels for incubator farmers, including a wholesale produce distribution program and a community supported agriculture (CSA) program. As part of our Sales Program, we maintain Good Agricultural Practices (GAP) certification, which is an essential component of our production and sales operations. This position has three main roles: 1) ensuring food safety compliance, in accordance with Viva Farms' Food Safety Plan, at our multiple facilities; 2) assisting with Viva Farms' CSA preparations, pack and distribution; and 3) driving and delivering product to our CSA and wholesale markets.

Delivery Driving Responsibilities (60%):

- Deliver organic produce and other food products safely from Skagit County to Seattle and Bellingham
- Efficiently and carefully load and unload truck
- Accurately deliver orders to 30+ customers
- Represent Viva Farms by being friendly and polite to customers
- Clearly and honestly communicate with Viva Farms Sales Team and other Viva Farms staff
- Accurately complete delivery log after each delivery
- Clean and sanitize truck after each delivery

Facilities Assistant Responsibilities (15%):

- Perform weekly cleaning and sanitation of Viva Farms' wash/pack stations and coolers, in compliance with Viva Farms' Food Safety Plan
- Organize coolers weekly and cull old product when necessary
- Closely monitor food safety practices to ensure that facilities meet requirements of GAP certification and FSMA rules
- Carefully document weekly cleaning, sanitation, and other food safety protocols
- Clean and sanitize our CSA delivery crates and packing facility weekly
- Inventory and restock supplies in our wash/pack facilities

CSA Responsibilities

- Weigh and re-pack bulk products into individual portions to be included in our CSA
- Participate in CSA pack, organization, truck loading and clean up

- Deliver CSA product to pick-up sites

Required Qualifications:

- Very safe driving practices and clean driving record
- Reliable phone
- Reliable transportation to our farm location
- Punctuality
- Attention to detail
- Honest and clear communication
- Ability to regularly lift 50 lbs.
- Comfortable working in fast-paced, dynamic environment, often independently
- Be a positive team player and be able to maintain a positive demeanor in a fast-paced environment.

Preferred Qualifications:

- Proficiency in speaking Spanish
- Excellent customer service skills
- Experience working with farm-fresh produce
- Experience driving 16-foot box truck (no CDL required)
- Experience driving a forklift

Compensation:

- \$18-20/hour DOE
- Eligible for 403(b) retirement plan after 3 months of employment.
- \$20/month phone stipend
- Certified Organic farm produce!

Tentative Commitment and Schedule:

- 20-40+ hours/week (schedule fluctuates with season and delivery demands. Position will be part time in the very early and very late season with full time hours during the main season)
- Work Week - Monday, Tuesday, Wednesday, Thursday with start times as early as 5AM on Mondays and Thursdays
- Commitment from early May -December (exact start and end dates TBD)

Contact:

Send resume and three references to: jobs@vivafarms.org. Positions open until filled.