



## POP UP FOOD HUB (PUFH) LOGISTICS & OPERATIONS SENIOR MANAGER

Updated: February 2025

### WHO WE ARE:

FRESHFARM builds a more equitable, vibrant, sustainable, and resilient food future for the region by producing innovative solutions in partnership with local communities and organizations in the DC area. We create food access, economic development, and community building through hands-on education, farmers markets, and distribution programs. FRESHFARM's Pop Up Food Hub (PUFH) program brings produce from local farmers to community organizations serving neighbors in under-resourced communities. This program creates economic opportunities for local growers, improves food access for those in need and strengthens our regional food system.

### WHO YOU ARE:

- Nimble, agile, and adaptable decision-maker in a fast-paced environment
- Team leader with at least 3 years of experience supervising at least two full-time employees
- Experienced in operations or supply chain work in food production, processing and/or distribution
- Creative and strategic thinker geared toward taking action and creating results
- Detail oriented and organized with strong project management skills and a business mindset
- Spanish language proficiency is a plus but not required

### WHAT YOU'LL DO:

The PUFH Logistics & Operations Senior Manager is responsible for the day-to-day execution and operation of the PUFH program. This includes overseeing a team of Managers, Coordinators and Support Staff, and ensuring that the PUFH's customer engagement, local food procurement and on-site operations run smoothly.

- Oversee the scheduling and staffing of PUFH operations.
- Supervise Coordinators and Managers overseeing programming and operations, including fleet of vehicles.
- Oversee the assignment and successful execution of Special Projects assigned to Coordinators (ex. [Market Share CSA](#)).
- Recruit, hire, manage, train and supervise seasonal support staff.
- Develop, maintain, and/or track compliance with SOPs to ensure consistency of program operations,
- Ensure PUFH operations are in compliance with food safety guidance.
- Provide support at and supervision of in-person PUFH operations at least one day per week.
- Meet with new customers identified by the PUFH Program Manager to understand customer needs.
- Continually assess operations capacity and connect new clients with the appropriate Coordinator.
- Work with Senior Manager, Data & Systems, to identify key metrics that can be measured to demonstrate program efficacy and improve how program operates
- Lead the PUFH team in planning for the Main Season and facilitate and participate in regular PUFH team meetings

### THE PERKS:

- Enjoy a relational workplace that values our people as the engine of our work
- Play a key role in supporting the critical work to create economic opportunities for local growers, improve food access for those in need, and strengthen our regional food system
- Develop vibrant relationships with diverse co-workers across our many teams and local partners

### THE DETAILS:

- This is a full time, exempt position and therefore is not eligible for overtime.

- This role is compensated with an annual starting salary of \$73,000-\$75,000. This position has the potential to advance up to \$85,000.
- This employee will be expected to work five days of week during normal business hours, unless otherwise specified. This role will require occasional weekend hours.
- The person who fills this position should spend at least one (1) day a week visiting operations sites (including warehouse in Hyattsville, MD, PUFH program partners, and/or [farmers's market locations](#)) to support the staff and should have a regular presence at our warehouse in Hyattsville, MD. Occasional meetings may occur at FRESHFARM's office, currently in NW DC. Admin and other work can be done remotely or from our office.
- All full-time employees receive 11 annual holidays (8 hours each), 3 floating holidays per year, and accrue up to 73 hours of sick leave and 80 hours of annual vacation leave (with increases after 3 and 6 years of service). This role will also be eligible for 12 weeks of paid parental leave, 2 weeks of prenatal leave (through DC paid family leave), and 10 days of bereavement leave (as needed)
  - Typically, FF offices close for a 1 week winter break, including paid time-off for salaried employees.
- This employee in this role will be eligible for enrollment in FRESHFARM's benefits package, including 100% employer covered healthcare, in accordance with company policies, as well as generous employer coverage for vision and dental and employer paid short-term and long-term disability, life insurance, AD&D and an employee assistance program (EAP). Full-time employees are also eligible to enroll in FRESHFARM's employee-sponsored 403b retirement plan
- Eligible to contribute to a 403b plan (opt-in; Roth or post-tax).

#### **PHYSICAL & OTHER REQUIREMENTS**

- Must be able to regularly load objects up to 50 lbs onto or off of a dolly from a truck or table
- Must be able to regularly push a cart or dolly weighing 150-600 lbs, across up to 200 yds
- Must be able to work in all-weather conditions in an outdoor environment
- Must be able to remain in a stationary position and/or move about the worksite for 6-8 hours per workday during in-person shifts
- Must be proficient with GSuite
- Must be able to operate delivery vehicles, including a large cargo van and/or 11-ft box truck; valid driver's license and clean driving record required
- Fully vaccinated against COVID-19 (required for use of FF office)
- All full-time employees are required to use a personal laptop; a \$1000 tri-annual stipend is provided to purchase and maintain this personal device, as needed.
- Must have access to a personal cell phone; \$25/month stipend provided for use

#### **HOW TO APPLY:**

- To apply, please submit [this application form](#); applications will be accepted until **Sunday, March 9, 2025**.
- Applicants selected to advance should expect to participate in a 30 minute phone screening and 1 hour virtual interview. Finalists will then be asked to participate in a hiring exercise (paid time) and invited to a final 1 hour virtual interview. Our goal is for this candidate to start by mid-May 2025.

#### **EQUAL OPPORTUNITY EMPLOYMENT**

FRESHFARM is an equal opportunity employer. We are committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. **We encourage members of traditionally underrepresented groups to apply, including people of color, LGBTQ+ people, veterans, and people with disabilities.** We do not discriminate, and will take affirmative action measures to prevent discrimination against any employee or job applicant on the basis of race, color, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, creed, disability, or veteran status in the following areas: employment, recruitment, or advertisements for employment; compensation, termination, upgrading, and promotions; any other conditions of employment.