

Food Hub Coordinator

Burgaw Train Depot
115 S. Dickerson Street
Burgaw, NC 28425

Organization Mission: Feast Down East (FDE) strengthens the farming communities in Southeastern North Carolina. Our mission is to strengthen the farming communities in and around Southeastern, NC by providing resources, education and distribution opportunities to farmers while addressing equitable food access in communities with the greatest need.



The Feast Down East Food Hub: The Feast Down East Food Hub operates out of Burgaw, NC. The organization works with small farms located within a 100 mile radius of Burgaw and helps to connect locally produced food to wholesale markets, local nonprofit agencies and institutions, the mobile market and direct to consumers. This is done through product sales, relationship building and needs assessments with local growers, businesses, institutions, community partners and grocery stores as well as through our Local Motive Mobile Farmers' Market that sells products at reduced cost in vulnerable communities with food access challenges.

Position Details: The Food Hub Coordinator supports the Food Hub Operations Manager and Delivery & Distribution Assistant in the day-to-day operations in-person at the FDE Food Hub in Burgaw, NC. Position details include: wholesale product aggregation, distribution and delivery; operating Food Hub technology and software; implementing operational and food safety procedures. This position is a 25-hour a week position primarily on Tuesdays, Wednesdays, Thursdays with occasional Mondays and Fridays.

Principle Responsibilities:

- Assist with daily facility operations, including: product receiving, sorting, grading, packaging labeling, pick-up, loading, using processing systems, outreach, communications with farmers and customers
- Coordinate with growers to communicate product availability, pricing, packaging, delivery on a weekly basis
- Assist Food Hub Operations Manager with all customer orders through phone, email and Local Food Marketplace software on a weekly basis
- Load product to ensure secure transport of undamaged goods
- Ensure that all products are ordered and received in correct unit count and condition and pick-ups/deliveries are performed in accordance with PFM's (Public Finance Management) receiving policies and procedures
- Alongside the Food Hub Operations Manager, ensure customer satisfaction including on-time delivery of undamaged product, communications and payment collection
- Document and communicate incidents and ensure safety and necessary safeguards are implemented
- Maintain equipment, sanitation and storage and distribution of products; adhering to food safety plan, GAP, and health department regulations
- Track, report and evaluate customer and grower sales and product tracking for weekly and monthly reporting
- Regular attendance at staff, department, and supervisor meetings
- Other duties as assigned

Minimum Qualifications:

- Two years experience working within agriculture, food service, food distribution, logistics and/or nonprofits
- 21 years old with a High School Diploma or GED
- Willingness to work outdoors in all weather and temperature conditions
- Organized and detail-oriented with strong time management
- Able to think critically and easily adapt to change with exceptional customer service and communication skills
- General organization skills and data management experience
- Strong computer and internet skills including experience with Microsoft Excel and GSuite
- Ability to lift 60+ lbs to waist height, as well as sit and stand for long periods of time
- Valid North Carolina driver's license with clean driving record and vehicle
- Compliance with drug-free workplace policy

Preferred Qualifications:

- Interested in the FDE local food mission
- Food handling and knowledge of produce quality standards
- Minimum of six months of delivery and truck driving experience
- Demonstrated creative problem solving

Terms & Compensation:

- For immediate hire
- Occasional Saturdays
- Reports to Food Hub Operations Manager
- \$15 - \$19/hour at 25 hours work week with the opportunity for full-time upon 90-day review

Physical Demands: The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, and climb stairs. The employee must lift and/or move up to 60 pounds.

Other Duties: Please note this job description does contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities change seasonally. Other duties may be required in the job as requested by the supervisor.

Application Deadline: April 24th, 2023

Submit resume and cover letter to jobs@feastdowneast.org