



650 Suffolk Street, Suite G10  
Lowell, MA 01854  
978-455-2620  
MillCityGrows.org

## **Seasonal Part-Time CSA Delivery Driver**

**Thursdays and Fridays weekly or bi-weekly**

**30 week commitment of up to 10 hours weekly or bi-weekly**

**\$25.00 per hour**

**Reports to Maggie Montoya**

### **Organization Description:**

Mill City Grows (MCG) was founded in 2011 as a catalyst for food justice, ensuring that all people of Lowell have access to culturally connected food, land, and education. Our programs have grown from a single community garden to include: food, nutrition and advocacy education for people of all ages; community, school and market gardens; working urban farms; mobile markets and farm shares; and above all encouraging and supporting people to grow their own food. MCG infuses food production spaces with food education to increase food sovereignty, universal access to fresh produce, and promote environmental sustainability throughout Lowell.

### **Position Description:**

Mill City Grows works to ensure all Lowellians have access to the fresh produce they need and want. One crucial way of doing this is by providing free CSA delivery services. Once hired, the delivery driver will deliver up to 125 CSA deliveries between Thursday and Friday on distribution weeks in Mill City Grows' refrigerated vehicle. Parcels will be loaded onto the Mill City Grows vehicle by the delivery driver with the support of volunteers and the CSA Lead, Maggie Montoya. If more than one produce bag is being dropped at any location, the driver is required to find a reasonable place to park and carry the parcels in using a hand truck provided by Mill City Grows. The drop off locations include individual houses, nursing homes, apartment buildings, and community centers. The delivery driver will follow all safety protocols taught upon training, will deliver the produce to all participants, communicate with the participants using their phone and/or in person, and report any changes, issues, questions or concerns from participants to MCG staff. The delivery driver will represent MCG in public and serve as a respected, trusted member of our community.

### **Responsibilities:**

- Follow seasonal delivery schedule below:

#### **Weekly Summer Schedule**

Week of May 22 - Training week

Starting on Thursday, June 1, 2023 and ending on Friday, October 20, 2023

- Thursday 10:00am to 3:00pm or until all deliveries are completed
- Friday 10:00am to 3:00pm or until all deliveries are completed

### **Bi-Weekly Winter Schedule**

Starting on Thursday, November 2, 2023 and ending on Friday, March 15, 2024

- Thursday 10:00am to 3:00pm or until all deliveries are completed
- Friday 10:00am to 3:00pm or until all deliveries are completed

*Delivery times may change due to weather or scheduling changes.*

- Follow delivery route to deliver parcels in a timely manner
- Load pre-packaged parcels of produce into a refrigerated transit
- Utilizing an optimized route, drive refrigerated vehicle to various locations, park, and deliver produce to specified locations, interact with recipients as needed. The drive may take up to 5 hours per delivery day.
- Refuel vehicle and clean any trash from the vehicle
- Return keys to the key station at the end of each shift
- Return and park vehicle at the designated Mill City Grows office parking space
- Report back to supervisor upon completion of route, with any obstacles or issues encountered, concerns, or incidents
- Complete incident reports as needed regarding any issues encountered throughout the route with members of the public or organizational equipment, etc.

### **Qualifications:**

- Valid Driver's License
- Experience delivering multiple parcels at time
- Experience using a GPS
- Ability to work independently
- Must be able to work with last minute changes and have a flexible schedule
- Excellent communication skills and customer service

Candidates must have the ability to not only see obstacles, but craft feasible solutions to meet goals; demonstrate a commitment to cultivating community and promoting equity and inclusion; be a great team player and passionate about food justice; possess an interest in sustainability; have a love of learning and a desire to grow professionally and personally.

Mill City Grows offers a strengths-based collaborative staff team, flexible work environment, with parking and accessible office location in Lowell. Pay rate is \$25.00/hour. The CSA delivery driver is eligible for a monthly cell phone stipend, and has access to free, fresh vegetables!

### **To apply:**

Applications will be accepted until March 31, 2023.

Email resume to [hr@millcitygrows.org](mailto:hr@millcitygrows.org), with subject line: Seasonal CSA Delivery Driver. Please have 3 references upon request. Mill City Grows is an Equal Opportunity Employer. Visit us at: [millcitygrows.org](http://millcitygrows.org)

**Full policy:** *Mill City Grows is an Equal Opportunity Employer. We will not discriminate against employees or applicants for employment on any legally recognized basis including but not limited to: veteran status, uniform member status, race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, genetic information, or any other protected class under federal, state or local law. Consistent with the policy of nondiscrimination, MCG will provide reasonable accommodations to a qualified individual with a disability as defined by the ADA and similar state laws. Mill City Grows especially encourages local residents to apply. Mill City Grows welcomes all interested people to apply, including people of color, all forms of gender identity and all religions and beliefs. Visit us at: [millcitygrows.org](http://millcitygrows.org)*