



Home of the  
**Vermont Food  
Venture Center**  
PO Box 422 / Hardwick VT 05843  
(802) 472-5362  
[www.HardwickAgriculture.org](http://www.HardwickAgriculture.org)

CAE operates a full-service food hub at the Vermont Food Venture Center. Our support for farm and food businesses include business advising and technical assistance, as well as a farm-to-institution program and local food delivery service. Our community programs are focused in the greater Hardwick area and include the 7-year Grow Your Own food independence collaboration with the Hardwick Area Food Pantry and others, and Place-Based Education collaboration with our local schools.

### **OPEN IMMEDIATELY: Farm Product DELIVERY DRIVER**

We're looking for the right mix of skills to add to our 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.

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Our Farm Connex delivery service supports almost 90 farms and food producers across 12 counties of Vermont & Western NH by delivering their products to over 300 market locations on a weekly basis. The Farm Product 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 some weekends.*

**Summary of Position:** Farm Product Delivery Driver

**Hourly Compensation:** \*Starting at \$19.00+ per hour

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

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

This position will work directly with: Farm Connex General Manager, Operations Manager and Warehouse Manager, multiple Farm Connex Delivery Drivers, producers/farm partners, receivers and sales associates.

The position is up to full-time (avg. 30-40 hours/week) and is primarily expected to be on the road fulfilling routes three to four days per week. This position involves 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:**

- Picking (fulfilling) orders, and making deliveries of perishable products in a safe and 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 and frequent communication with the General Manager and 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 and any 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.

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 they may have before applying. 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.

**To Apply:** Please send your resume, and a letter of interest with contact information for two to three references to [jobs@hardwickagriculture.org](mailto: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) upon hiring to verify status and driving history.*

For questions, please contact Corey Hennessey, Farm Connex General Manager, at [corey@hardwickagriculture.org](mailto:corey@hardwickagriculture.org).

**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.**