



Title: Sales Associate/Administrative Assistant	Reports to: Program Director
Program: Farm Express Mobile Markets	Status: Hourly, 20-30 hours per week

WHO WE ARE

Farm Express, a program of Activate Food Arizona, is a fleet of mobile produce markets that provide access to high-quality, affordable produce to residents with little to no access to healthy food. We proudly serve individuals, families, school-age children, senior citizens, educators, and many others in Phoenix and Tempe. For more information, visit our website at www.activatefoodaz.org.

ABOUT THE POSITION

The Associate's primary responsibility is to assist the Program Director and other members of the Farm Express team in performing the duties necessary to sustain a level of excellent service to Farm Express customers. The Associate will be trained as a driver for the Farm Express minibus, and will also support the Program Director with various administrative duties on a weekly basis.

Work Schedule: 20-30 hours per week with the ability to transition to full time work. Hours are contingent upon Farm Express service schedule and may vary depending on weekly schedule and operational needs. With advanced notice, some evening and weekend hours are required. Compensation: \$15.00-\$16.00 per hour based on experience + \$50 monthly internet stipend

Minimum Qualifications:

- Exceptional customer service and communication skills
- A valid driver's license and ability to operate a small bus safely during the day and at night
- Ability to work effectively in collaboration with diverse groups of people
- Excellent organizational skills and ability to manage multiple tasks at once
- Agile problem-solving skills and desire to work in various environments
- Capable of using technology including Slack, iPad applications, GPS navigation systems, and others
- Access to a working computer and internet; Experience with Google Workspace or Microsoft Suite preferred
- Ability to manage cash and equipment in an ethical, legal manner
- Physical strength required to lift large boxes of produce and assist customers on and off the bus
- Spanish speaking strongly preferred, but not required

Key Responsibilities:

- Provide exceptional customer service to community members, stakeholders, site managers, and team members
- Ring up customer transactions using Point-of-Sale checkout system
- Assist customers by answering their questions and packing their orders
- Assist in product ordering, receiving, and inventory inspection to ensure produce quality and quantity meet the organization's standard of excellence
- Maintain clean and orderly work environments at all times
- Operate Farm Express minibus with rigorous attention to safety and detail
- Assist with general computer tasks as well as preparing flyers and outreach materials
- Assist in community and customer outreach, including but not limited to, neighborhood canvassing & customer engagement initiatives

Safety is our number one priority. The ideal candidate must have a clear motor vehicle record for the past three years and will be subject to routine driver training and drug testing in order to ensure a safe work environment at all times. Please send a resume to Casey Hopkins, Program Director at casey@activatefoodaz.org.