Mandela Partners - Delivery and Operations Associate

About the organization
Mandela Partners (MP) is a non-profit organization that works in partnership with local residents, family farmers, and community-based businesses to improve health, create wealth, and build assets through food enterprises in under-resourced communities of color. Our approach is based on a systems model that addresses issues of economic disinvestment, food insecurity, and health inequity, building on local assets to cultivate thriving communities.

Key Areas of Responsibility
The Delivery and Operations Associate is a key team member of Mandela Produce Distribution (MPD), a community-based food hub located in West Oakland that exists to build the economic power of small local farms. Since 2016, MPD has been connecting farmers of color to customers who are committed to local and sustainable sourcing. Reporting to the Food Hub Operations Manager, the Delivery and Operations Associate is responsible for transporting fresh produce to locations throughout the East Bay and the surrounding area and ensuring that product is fresh, high quality, and delivered on time.

Deliveries (60%)
- Deliver produce orders to retail customers and community partners.
- Deliver community supported agriculture (CSA) boxes to pick up sites and individual homes.
- Weekly produce pick ups directly from local farmers markets in Oakland and Berkeley and from farms located throughout the Salinas Valley.
- Ensures orders are correct and quality is up to standard. Attention to detail and effective communication is a must.

Warehouse Operations (40%)
- Receive and properly store produce inventory, break down boxes, and separate inventory for compost with the Warehouse Operations team.
- Assemble CSA boxes weekly.
- Prepare wholesale orders for delivery.
- Manage purchase orders and invoices, and input data into MPD’s inventory tracking system.
- Produce quality checks daily.

Who You Are + Key to Success:
- Manages a high volume of work with efficiency: Has, or can create, a system for keeping tasks from slipping through the cracks. You are skilled at prioritizing and setting boundaries so that you can focus on each project with clarity and a sense of accomplishment. Plans backwards to make deadlines. Asks for help when needed. You are able to integrate work and personal life with attention to your self-care, so that your work schedule is not depleting. You find ways to feel restored and rejuvenated so that you can best contribute to our organizational goals and mission.
**Attention to detail:** Notices and fixes errors that others might overlook. Acknowledges mistakes and turns them into learning opportunities. Has a track record of leaving things better than they found them.

**Relationship-building:** Maintains strong, collaborative working relationships with a diverse team, and does so with a positive attitude towards helping others. Excited to represent both Mandela Partners and Mandela Produce Distribution to customers and community partners.

**Clear, precise, compassionate communication:** Speaks clearly on behalf of the organization and food hub, and advocates for/with community members. Communicates well with others, including sharing context and asking questions to understand others’ perspectives.

**Other required qualifications:** Must be able to lift up to 50 lbs and stand for multiple hours per day. Comfortable driving a box truck and cargo van.

Bilingual Spanish speaker preferred but not required.

**Schedule:**
- Monday - Friday
- Start time is between 6am and 9am depending on delivery schedule

Pay starts between $22/hr - $25/hr, depending on experience. This is a full-time position starting at 32 hrs/week, and includes the following benefits: 7 days of paid vacation, 1 week off between Christmas Eve and New Years Day, 10 paid holidays, and 12 sick days during the first year of employment, and health/dental/vision benefits. Employees are eligible for 401K plan enrollment after 6 months.

Mandela Partners is an equal opportunity employer: LGBTQ, people of color, women and lifelong Oakland residents are encouraged to apply. Please send your resume, cover letter, and unofficial driving record to Ciara at: ciara@mandelapartners.org. Applications will be accepted until **January 10, 2022**. Expected start date is early to mid-February.

Driving records may be obtained for free on the California DMV website - [https://www.dmv.org/ca-california/driving-records.php](https://www.dmv.org/ca-california/driving-records.php). See the “Driver Record Request Link” on this page to begin process of obtaining an unofficial driving record.