



**Title:** Project Specialist

**Division:** Asian Pacific Islander Forward Movement (APIFM)

**FLSA:** Non-Exempt

**Supervisor:** Program Manager

**Pay Rate:** \$17.00/hr

**Hours:** Part-time 20 - 29 hours per week

### SUMMARY

Asian Pacific Islander Forward Movement (APIFM) is a division of Special Service for Groups (SSG), a non-profit health and human service organization dedicated to building and sustaining community-based programs that address the needs of vulnerable communities. APIFM's mission is to cultivate healthy, long-lasting, and vibrant Asian and Pacific Islander communities through grassroots organizing.

We are looking for a part-time driver to deliver produce to restaurants, institutions, community organizations, and corner stores throughout Los Angeles. APIFM has established a local distribution hub called Food Roots ([www.foodroots.co](http://www.foodroots.co)) which connects local and sustainably grown Asian specialty foods to communities and businesses in the greater Los Angeles area while supporting Asian American small farms and other farmers of color in California. We are also working with Leadership for Urban Renewal Network (LURN) and L.A. Food Policy Council (LAFPC) to run a food buyers cooperative program entitled, "Community Markets Purchasing Real Affordable Foods" ([COMPRFA Foods](#)). The COMPRFA Foods program consolidates the buying power of small grocers in low-income neighborhoods and leverages their collective purchases to secure better prices on quality fruits and vegetables. These programs are helping to improve and provide access to more fresh, healthy, and culturally relevant foods to communities across L.A. Under the direct supervision of the APIFM Program Manager – Food Roots, the Project Specialist will be responsible for:

### ESSENTIAL FUNCTIONS

- Assisting the Food Roots and COMPRFA Foods programs with distribution which includes:
  - Driving SSG/APIFM vehicles for produce pick up & distribution
  - Carrying & lifting produce boxes, coolers, containers (can weigh between 40-65 lbs)
  - Purchasing and picking up produce from local farmers and wholesale produce distributors
  - Sorting & repacking produce
  - Safe handling of all produce/food items in accordance with all local, state, and federal food safety rules/regulations
  - Inventory management & quality control of perishable produce/food items
  - Collecting money/payments from clients
  - Selling extra/leftover produce
- Building and developing relationships with Food Roots clients, COMPRFA Foods clients, local farmers, wholesale produce distributors, community members, and partner organizations.



- Working with the Program Manager to determine where additional support is needed.

### **SECONDARY FUNCTIONS**

Below is a typical weekly schedule. Days and times listed are dependent on weekly sales/orders and are subject to change. Work will not exceed 29 hours per week.

- Mondays (6:00 AM – 12:30 PM)
- Wednesdays (6:00 AM – 2:30 PM)
- Thursdays (2:30 PM – 5:30 PM)
- Fridays (9:00 AM – 5:30 PM)
- Saturdays (10:00 AM – 3:00 PM)

### **MINIMUM QUALIFICATIONS - Knowledge, Skills and Abilities Required**

- A High School diploma.
- Experience driving and operating large commercial vehicles (i.e. cargo van).
- Must be able to work well with a wide range of multicultural/diverse groups and individuals including coworkers, interns, community members, volunteers, and staff from various agencies.
- Must possess excellent driving, organizational, interpersonal, and communication skills.
- Must have a valid class C driver's license, proof of insurance, and a reliable source of transportation.
- Ability to lift/carry a minimum of 65 lbs.
- Verification of Employment Eligibility and Background Check required.

### **NON-ESSENTIAL QUALIFICATIONS - Knowledge, Skills and Abilities**

- Experience in food service/delivery, wholesale produce distribution, retail produce (i.e. grocery store/supermarket), or courier/delivery services (USPS, UPS, Fed Ex, Amazon, etc.) work preferred.
- Ability to fluently speak Spanish preferred.
- ServSafe or equivalent basic food handler's certification is a plus.

### **HOW TO APPLY**

Please submit your cover letter, resume, and 2-3 references to [info@apifm.org](mailto:info@apifm.org). Please no phone calls or inquiries about this position.