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## **Full-Time Delivery Driver & Warehouse Associate**

### **About Us**

Milestone Mill is a nonprofit dedicated to making high-quality, locally sourced, and freshly milled grains accessible to our community. We believe a better food system is possible—one rooted in regional agriculture, sustainability, and equity. We are seeking a dependable and mission-driven individual to join our team full-time as a **Delivery Driver & Warehouse Associate**.

### **Position Summary**

This full-time role combines driving and warehouse operations. You'll be responsible for delivering our packaged flour, beans, popcorn, tortillas, and other food products throughout the Hudson Valley Region and NYC. You'll also support daily warehouse activities including inventory, order picking and packing, and general organization.

### **Who You Are**

You're an experienced, professional driver—especially comfortable in urban settings like New York City. You take pride in being dependable, organized, and efficient. You care about working in a values-driven environment and are excited about helping to build a more just and sustainable food system. You've worked in customer-facing roles, are attentive to detail, and either have or are willing to be trained in warehouse operations, including the safe use of forklifts and pallet jacks.

### **Key Responsibilities**

- Deliver food products to customers in the Hudson Valley and NYC in a safe, courteous, and timely manner
- Load and unload trucks and delivery vans (by the pallet and by the case)
- Pick and pack customer orders accurately for delivery
- Operate warehouse equipment, including forklifts and pallet jacks (training provided if needed)
- Maintain delivery logs and help track inventory
- Keep warehouse clean, organized, and safe
- Assist with inventory counts and restocking as needed

**Qualifications**

- At least 2 years of professional driving experience (box truck and/or delivery van)
  - Strong preference for experience driving in NYC or other urban areas
- Clean driving record
- At least 2 years of experience in a customer service or customer-facing role
- Experience with warehouse equipment (forklifts, pallet jacks), or willingness to be trained
- Ability to repeatedly lift 50 lbs
- Reliable, detail-oriented, and comfortable working independently and as part of a small team
- Passionate about local food systems, equity, and sustainability
- At least 18 years of age
- Eligible to work in the United States

**Work Environment**

- Based in Kingston, NY
- Driving in both rural and urban environments
- Indoor warehouse work with some outdoor loading/unloading
- Work hours typically fall between 8 AM–5 PM with occasional early-morning start times, Monday to Friday (some flexibility may be required)

**To Apply**

Please send your resume and a brief cover letter to **info@milestonemill.com**. Applications will be accepted on a rolling basis until the position is filled.

**Compensation:** Competitive hourly wage; Medical, dental, vision coverage, vacation and other benefits available

***Milestone Mill is an Equal Opportunity Employer. We are committed to creating an inclusive workplace that reflects the diversity of our community. We strongly encourage applications from people of all races, ethnicities, national origins, genders, sexual orientations, and abilities.***