

Salvation Farms
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NOW HIRING... To apply send resume and cover letter to theresa@salvationfarms.org

Position Title: Vermont Commodity Operations Manager

Supervisor: Executive Director

Employee Status: Full Time, Exempt

Starting Annual Salary: \$40,000

Primary Location: Winooski, VT

Program Summary

Salvation Farms' Vermont Commodity Program operates Vermont's first surplus crop food hub. The program operations are made possible through a workforce development training program. Enrolled trainees clean, quality assess, case-pack, and minimally process surplus crops while gaining job readiness soft skills and exposure to potential employers.

Position Summary

The Vermont Commodity Operations Manager is responsible for overseeing the Vermont Commodity Program operations and operations' related training. This position ensures Good Manufacturing Practices and Standard Operating Procedures are created and followed by all who enter the food hub. The Operations Manager is responsible for administering and supporting training in a safe working and learning environment for individuals with barriers to employment. Food safety, product quality, operational sophistication, and efficiency will be upheld by this staff person. The Operations Manager will fill a vital role in the growth and evolution of this program, specific to product sourcing, development, and marketing.

Primary Duties *(include but are not limited to)*

- Institute and ensure workplace and food safety, quality controls, and compliance with standard operating procedures
- Manage product sourcing/marketing to farmers, transportation logistics, product development (raw packing and minimal processing), end-product marketing, product distribution and sales, and traceability
- Maintain product inventory, supplies, crew productivity, and associated tracking systems
- Measure program impact and outcomes; generate periodic reports
- Engage in trainee recruitment and enrollment; engage with trainee caseworkers/support service agencies
- Oversee daily activities of trainees with particular focus on operational training, work, and field trips
- Manage facility and equipment upkeep; maintain service records
- Manage sub-lease and facility shared use arrangements
- Coordinate and manage volunteers and interns

- Support program and product marketing material creation, community outreach, budget building, and fundraising
- Engage in program expansion, capacity building, partner meetings, and strategic planning
- Collaborate with staff and AmeriCorps VISTA to administer training curriculum; aid in refining the workforce development program

Qualifications

- Highly organized, efficient, and pragmatic
- Operations and/or food manufacturing experience; writing, refining, implementing SOPs
- Demonstrated success training, managing, and working in teams
- A desire to support workforce development and skill building initiatives for individuals in transition (i.e. ex-incarcerated, out-of-school youth, those in recovery, etc.)
- Able to work in partnership with staff and communicate effectively with diverse groups of people
- Excellent oral and written communication skills
- Excellent record keeping skills, computer and data entry skills
- Ability to work independently, a self-starter with effective time management skills
- Ability to coordinate priorities and exercise appropriate judgment and discretion
- A passion for local agriculture, resource management, and social justice
- A valid driver's license
- Ability to lift 50 pounds
- Available to work some nights and weekends

Benefits & Work Environment

- Paid time off and holidays
- Health insurance available (Employer covers 75% of premium)
- Access to training and professional development opportunities
- This position is based in our Winooski Facility - some travel will be required
- Mileage is reimbursed at \$.40/mile for all approved work travel