Valley Roots Food Hub
26 September 2018

Position Opening:
Operations Manager

<u>**Working at Valley Roots:**</u> These jobs with Valley Roots are at the heart of the local food system. The ideal applicant will have an interest in developing meaningful relationships within the communities in which the food hub works. The applicant will have a keen sense of organization, attention to detail, excellent at communication, and a knack for business. A love of local food, sustainable agriculture, and community are a must.

As the Operations Manager, you will need to know and be able to perform the job of **Driver, Customer Service Representative, Warehouse Manager, and Accounts Manager.**   You will need to be able to fill in this position as needed and help hire new folks for these positions.

The Operations Manager will also need to be able understand, manage, and operate all aspects of the Valley Roots Food Hub. This includes communicating with customers and producers on orders, transport companies on transport details, other food hubs on hub to hub trading, commercial kitchen operation, and regulatory agencies as needed.

The applicant will have good business skills, be able to understand margins/markups, and know how go the mile for our customers and producers when needed.

Computer skills required: basic website design/blogging/newsletters, proficient in email, Microsoft Office, and have an online acuity to be able to pick up our local food logistics software, Local Orbit

Background experience: driving, customer service, warehousing, sales, food sales, agriculture, CSAs, restaurants, food service, commercial kitchen work, value-added food production

Hours: Seasonably dependent. Winter start at 20 hours per week on Thursdays and Fridays. This position is expected to grow into a full time position.

Compensation: We are looking for entrepreneurs who want to grow with us. 20% discount on food purchases.

<u>**Apply:**</u> Send letter of interest, resume, and 3 references to opportunity.slvlocalfoods@gmail.com