



POST OFFICE BOX 422, HARDWICK, VERMONT 05483 | 802-472-5362 | CAEVT.ORG

Job Posting Just Cut Program Manager

POSITION SUMMARY

The Center for an Agricultural Economy (CAE), based in Hardwick, VT, seeks a Just Cut Program Manager for our Just Cut Team! Just Cut is CAE's prepared-produce program which aggregates local and regional produce into ready-to-use products for institutional and bulk buyers- schools, hospitals, colleges, and community food-access partners. The Program Manager owns day-to-day operation of the program - production planning and scheduling, food safety and quality compliance, team supervision, procurement and inventory, and the record-keeping that keeps the program audit-ready and on budget. This is a hands-on role split between the office and the production floor.

JOB DETAILS

Position: Just Cut Program Manager

Reports to: Food Hub Operations Manager

Schedule: Hardwick, VT, 40hrs/ week--Monday-Friday, 8:00-4:00 or 9:00-5:00

Compensation: \$64,000-\$68,000.00 annually

Benefits: Health insurance, Health savings account, Employer-paid short-term disability and life insurance, Generous Paid Time Off, SIMPLE IRA, phone stipend, professional development

Minimum Required Qualifications (or equivalent combination of education and experience)

- 3+ years of supervisory or managerial experience in food processing, food manufacturing, or commercial food service
- Working knowledge of food safety systems (HACCP, GMPs, sanitation SOPs)
- Experience maintaining and executing a food safety plan
- Intermediate proficiency with Microsoft Office and Google Workspace
- Strong written and verbal communication skills
- Ability to train and support a team in maintaining program standards
- Willingness and ability to work on the production floor in an industrial kitchen
- Comfort with automated food safe production equipment

SUMMARY OF RESPONSIBILITIES

Production Operations (40% of time)

- Plan and schedule weekly production and staffing around customer orders, time-off requests, appointments, and institutional customer breaks and academic calendars; publish the schedule and communicate changes.
- Oversee aggregation, preparation, packaging, palletizing, and shipment of weekly fresh and frozen orders (beets, cabbage, potatoes, carrots, etc)
- Manage customer orders and communications in conjunction with the production schedules
- Build production efficiencies to meet pricing benchmarks; monitor yields, cost of goods, and production reporting.
- Lead research and development of new products.

Food Safety, Quality and Compliance (20% of time)

- Maintain the Just Cut Food Safety Plan to FDA Preventive Controls for Human Food (21 CFR 117) and third-party audit standards; lead corrective actions after audits and inspections.
- Keep documentation of SOPs, monitoring and verification logs, temperature and sanitation records, and corrective actions.
- Supervise cleaning, sanitizing, verification swabbing consistent with FDA guidance
- Protect the cold chain and traceability with temperature and storage standards, maintain lot and date codes and shelf-life records.
- Keep one-up/one-down traceability and recall readiness, and prepare for the FDA Food Traceability Rule
- Serve as a point of contact for third-party auditors, and state and local health inspectors, Investigate and document quality or safety irregularities

Team Leadership and Supervision (10% of time)

- Supervise 3-4 production team members: schedule, train, monitor performance, approve timesheets each pay period, and hold regular check-ins and quarterly conversations.
- Maintain a safe, respectful kitchen culture and support sound work ergonomics injury prevention, and prompt incident/injury reporting.
- Support ongoing professional development of Just Cut staff.

Procurement, Inventory and Logistics (20% of time)

- Track and manage raw produce and materials inventory; order produce and schedule bills of lading for produce; reach out to the farm network during shortages.
- Receive raw product, problem-solve crop deliveries, and manage quality control on product specifications, quantities, storage, and packaging.
- Partner with the Food Hub Account Manager on sales goals, R&D products, and institutional relationships
- Coordinate with the VFVC Production Advisor and the Farm Connex Logistics Manager on shipping space and pallets.

Budget, Facility and Equipment (10% of time)

- Assist CAE finance team with creating and managing the annual program budget
- Follow finance and administrative processes for receipts, invoices, payments, and approvals.
- With the Facility Manager and VFVC Production Advisor, schedule facility sanitation and equipment maintenance (including contractors)
- Monitor equipment health, plan preventative maintenance, manage sanitation protocols, and make recommendations for new equipment.

Additional Responsibilities:

- Participate in check-ins and quarterly conversations with a supervisor
- Contribute to a positive team culture that is welcoming, affirming, and connected
- Attend staff meetings when required
- Follow the CAE Google Standard Practices

ESSENTIAL FUNCTIONS

Physical Demands/lifting requirements:



- Lift up to 50 lbs frequently and repeatedly, occasionally up to 80 lbs;
- Stand and walk up to 8 hours a day; bend, twist, and reach; repetitive use of hands;
- Fine motor skills for cutting, mixing, stacking, and food prep; ability to handle all products used in the kitchen, including produce, flour, and peanuts.
- Push and pull carts up to 600 lbs
- Operate manual and electric pallet jacks (loads up to 2,500 lbs) after training

Mental demands:

- Take direction quickly and efficiently
- Follow established procedures
- Stay detail-oriented through task completion
- Learn new tasks, and work independently

HIRING PROCESS

A hiring team of CAE staff will lead the process. Selected candidates will have an initial phone interview, which may be followed by an interview and tour of CAE spaces. Interview questions will be shared ahead of time. CAE is committed to the full inclusion of all qualified individuals and will provide support in any way to assure everyone's best experience in the hiring process. CAE will take the steps necessary to assure that people with disabilities are provided reasonable accommodations during the interview process and, if hired, subsequent employment. For accommodation inquiries, please contact our Admin Operations Manager at jobs@caevt.org

TO APPLY

Email jobs@caevt.org with your resume, cover letter or letter of interest, and include 'Just Cut Program Manager' in your email subject line. We're interested to hear your thoughts on any life or work experience as it relates to this position. Applicants who go on to interview with us will also be asked to provide references. Our application deadline is November 19, 2026. Let us know if you have any questions!

EOE STATEMENT

Building community leadership, investing in relationships, and listening to the needs of the community are core principles CAE applies to all our work. We strive to foster an inclusive and supportive staff culture where learning and growth are supported. CAE is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, national origin, religion, sex, sexual orientation, gender identity, genetics, disability, or veteran status.

BACKGROUND ON CAE

The Center for an Agricultural Economy is a catalyst for change based in Hardwick, Vermont. We support rural communities and working landscapes by building a more interconnected local food system. We work together with our neighbors and partners to cultivate interdependence and investigate how to create the conditions for socially, economically and ecologically thriving communities. We implement solutions through our foundational programs, innovative projects, dynamic partnerships and the resources available across our three distinct locations. Together, these components of our organization help ensure our rural food system is supported, our farms are thriving, and everyone is treated with dignity and respect.

