POSITION SUMMARY
The Center for an Agricultural Economy (CAE) in Hardwick Vermont, is looking for a dynamic and reliable individual to join our Just Cut production team! CAE’s social enterprise, Just Cut, has two primary goals; fair prices for our farm partners, and consistent, high-quality local products for our institutions, with an emphasis on those that feed food-insecure individuals such as schools, hospitals, and colleges. This is an hourly position working in an industrial kitchen setting where safe food handling practices, working closely with a team, and attention to detail would be required.

JOB DESCRIPTION
Position: Just Cut Production Staff
Reports to: Just Cut Program Manager
Schedule: 3 days a week (20-30 hrs a week)
Compensation: 18.50 per hour/part-time, non-exempt

SUMMARY OF RESPONSIBILITIES/ESSENTIAL FUNCTIONS
● Prepare, package, palletize, and ship weekly fresh and frozen Just Cut product orders (particularly beets, cabbage, potatoes, and carrots)
● Ability to work in an industrial kitchen setting; warehouse inventory lifting, physical capability to move foodstuffs, dry goods, work in hot and cold settings
● Work with food processing equipment is a necessity
● Communicate all irregularities to the Just Cut Production Manager (i.e. equipment malfunction, materials below par level, staff injuries, etc.)
● Follow all food safety protocols as communicated by Just Cut Production Manager, Just Cut Program Manager, or VFVC Production Advisor
● Maintain a high level of cleanliness throughout production kitchens and warehouse
● Clean and sanitize equipment, kitchen, and warehouse following SOP
● Prepare production kitchen: arrange equipment according to production day, set up, and prepare packaging materials following SOP instructions
● Follow production SOP for each type of prepared product
● Maintain Sanitizing SOP and SOP checklists for cleaning, sanitizing, and yield data collection
● Participate in weekly production meetings, quarterly work planning meetings
● Ability to use Google email
● Dress in required production footwear, uniform, hair & beard nets, or other safety gear necessary for working in the kitchen
● Participate in annual and mid-year conversations with supervisor.
● Maintain workplace communication through CAE email and phone calls and texts while at work
Additional Desirable Experience
- Background in kitchen work or food processing is highly desirable
- ServSafe certification

Physical Demands:
- Indoor work in Kitchen
- Ability to work in cold environments including walk-in coolers and freezers
- Periodic work outdoors
- Ability to lift up to 50 lbs. frequently and repeatedly, occasionally up to 80 lbs.
- Bending twisting and reaching
- Standing and walking; the ability to stand for up to 8 hours a day, several days a week
- Pushing and pulling carts up to 600 lbs.
- Fine motor skills for cutting, mixing, stacking, food prep, and similar activities
- Repetitive use of hands
- Operation of equipment and/or machinery
- Able to work with and safely handle all products in our kitchen; produce, flour, peanuts, etc.
- With proper training, use manual and electric pallet jacks to occasionally maneuver raw and finished products throughout warehouse, freezers, and cooler space

Mental demands:
- Ability to take directions quickly and efficiently and able to follow established procedures
- Ability to be detail-oriented, and focused on specific tasks to completion

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
CAE is a food systems hub in Hardwick, VT whose reach extends statewide and beyond. Our work touches all aspects of the food system in support of rural food businesses, farms, and communities. We work alongside our neighbors and partners to cultivate interdependence, take risks, and initiate change. CAE operates a full-service food hub at the Vermont Food Venture Center, and business advising and technical assistance to farm and food businesses. Our enterprises include Just Cut, a farm-to-institution program; Farm Connex, a local food delivery service; and Vermont Farm Fund, a revolving farm fund. Our community programs are focused in the greater Hardwick area and include a community greenspace and gardens at Atkins Field; Grow Your Own, a food independence collaboration with the Hardwick Area Food Pantry and others; Place-Based Education partnerships with our local schools; and community organizing for food sovereignty. We invite you to participate in our work to create a rural food system in which everyone has agency, support, and access to local food.

HIRING PROCESS
We are looking to fill this job position immediately and will accept applications until the position is filled. Selected candidates will have an initial phone interview, which may be followed by an interview and tour of CAE spaces. Interviews will begin in July and will be conducted by 2-3 CAE staff. Interview questions will be shared ahead of time. Candidates who go on to interview with us will also be asked to provide references.
CAE is committed to the full inclusion of all qualified individuals. CAE will make any reasonable accommodations needed for individuals with disabilities during the interview process and for our staff. For accommodation inquiries, please contact our Admin Operations Coordinator at jobs@hardwickagriculture.org.

TO APPLY
Email jobs@hardwickagriculture.org with your resume, cover letter, or letter of interest, and include “Just Cut Production Staff” in your email subject line. We’re interested to hear your thoughts on any life or work experience as it relates to this position. Let us know if you have any questions!