



Center for an Agricultural Economy

Home of the
**Vermont Food
Venture Center**

PO Box 422 / Hardwick VT 05843
(802) 472-5362

www.HardwickAgriculture.org

OPEN IMMEDIATELY: Farm to Institution PRODUCTION MANAGER

We're looking for the right mix of production and management skills to add to our Farm to Institution program, JustCut! If you know food safety, have a background in industrial kitchen-work, and have strong leadership qualities, we'd love to hear from you!

Position: Farm to Institution Production Manager Reports to: Executive Director. Contract: negotiable, at least 1 year contract required Hourly Compensation: Minimum \$20.00/hr, dependent on experience and CAE's benefits package.

The Center for an Agricultural Economy (CAE) is a not-for-profit organization, which works to build a local, healthy, regenerative food system in the greater Hardwick area and beyond. Through education, outreach, infrastructure, and technical services, the CAE uses partnership and collaboration to achieve a food system that can support working lands and working people. The CAE owns and operates the Vermont Food Venture Center, a food-processing facility, food business incubator, and regional food hub. The VFVC serves small food businesses, farmers and large scale vegetable and fruit producers, as well as our community members.

Our Farm to Institution Minimal Processing Program converts fresh produce into washed, chopped, fresh and frozen local farm veggies for colleges, hospitals, schools and other institutions.

Summary of Position: The Farm to Institution Production Manager role is a critical position for the aggregation, processing and distribution of minimally processed local and regional products for institutional use. Operating within a shared-use kitchen poses logistical and food safety challenges that require consistent attention to detail. The primary goals of the program are to provide farmers with new markets, and consistently provide institutions with high quality local products. An emphasis is placed on institutions that feed food insecure individuals (schools, hospitals and colleges). This position will work directly with:

- CAE's Just Cut Kitchen Production Team
- Farm to Institution Sales & Accounts Manager
- Facilities Manager
- Executive Director

The position is full-time (up to 40 hours/week) and is primarily expected to be in the VFVC facility during production days. The Farm to Institution Production Manager must be able to work long hours on their feet and consistently move 25-50 lbs at a time. This role holds responsibility for the satisfactory completion of the following production and logistical tasks with the Kitchen Team:



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Employee Responsibilities:

- Lead the production planning process on site, working with the Accounts Manager and VFVC Facilities Manager to:
 - Balance schedule requirements with production capacity - assess and adjust labor as needed
 - Create production sheet with produce usage estimates/yields, lot tracking documentation, packing sheets, and BOLs & purchase orders
- Oversee the preparation, packaging, and shipment of weekly JustCut product orders
 - Track and manage processed inventory
 - Create and delegate production efficiencies in order to meet pricing benchmarks
 - Manage quality control – shelf life testing, R&D, samples, storage and waste/donations – in conjunction with Accounts Manager and Facilities Manager
 - Address and communicate any irregularities during production directly to VFVC Facilities Manager and Accounts Manager
 - Identify solutions if issues arise in which product quality was jeopardized or no longer safe for consumption
 - Create and print labels, pack cases clearly and accurately for pick-up by distributor
 - Train, monitor, and educate all crew members on proper food safety practices, working ergonomics, and production timing efficiencies
 - Create and implement a Food Safety Plan in coordination with the VFVC Facilities Manager
- Track and manage raw produce and materials inventory
 - Manage the raw product supplies with Accounts Manager, ensuring that deliveries and supplies are appropriate for the program needs and sales goals
 - Coordinate with Facilities Manager to schedule and plan for shipping space and pallets
 - Manage quality control – product specs, ensure proper quantities of ordered produce, storage and packaging requirements
 - Receive raw product and problem solve crop deliveries as needed
 - Coordinate incoming and outgoing produce with attention to receiving, record-keeping, and food safety protocols
- Work with Accounts Manager to adjust sales goals to optimize production capacity
 - Provide regular and timely feedback on production status against orders & schedules
 - Track COGs and production report; update records with input/output
 - Work with Accounts Manager to develop sales goals and R&D products, which, in turn, increase relationships with Institutions that further the program goals

Please send your resume, and a letter of interest to Jon Ramsay, CAE Executive Director. Position finalists will be expected to provide three references. (jon@hardwickagriculture.org)
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