



## Food Purchasing & Operations Coordinator

**OBJECTIVE:** Expand opportunities for local farms and small producers to sell their products through Capital Roots' retail and wholesale channels and increase opportunities for low-income communities to access healthy food.

**QUALIFICATIONS:** Position requires an organized and self-motivated candidate with 1-2 years of relevant work experience. Computer (mainly Excel and Google Sheets) and communication skills are essential; knowledge of produce storage and food safety is a plus. Must have a commitment to our local food system, a love of fresh food and possess a genuine interest in Capital Roots' mission. Experience working with diverse communities, a positive attitude, high energy level and the ability to lift 50 lbs. Must have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage.

**RESPONSIBILITIES INCLUDE:**

- Organize and conduct all food purchases from local markets and directly from producers, acting as the chief buyer for Capital Roots.
- Manage and maintain a working inventory for all programs within the food hub.
- Coordinate retail and wholesale pricing of all produce and value-added items being sold through the food hub.
- Coordinate the ordering, allocation and transportation of all food hub-based deliveries and pick-ups, to ensure effective and efficient outcomes for producers, customers, and organizational resources.
- Assist Food Hub Director with hub finances, data collection, food safety procedures and aggregation protocols.
- Assist the CPO of Food Access, Food Hub and Retail Markets teams as needed to support all program operations.
- Other duties as assigned.

**SALARY & BENEFITS:** This is a full-time non-exempt position (40 hours per week) paid at an annual rate of \$30,680 per year, in a flexible work environment. Excellent benefits including comprehensive medical insurance and dental insurance **upon hire**. In addition to generous vacation time, we observe 11 paid holidays – including three floating holidays – and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan.

**This position requires early morning shifts Monday through Friday.**

**About Capital Roots:** Capital Roots is striving to create a more vibrant and equitable food system in New York's Capital Region. We work to reduce the impact of poor nutrition on public health in New York's Capital Region by organizing community gardens, providing healthy food access, offering nutritional and horticultural education for all ages and coordinating urban greening programs in Albany, Rensselaer, Schenectady and southern Saratoga Counties. Our mission is to cultivate and nourish communities by creating equitable access to fresh foods and green space in support of a robust regional food system. **To learn more about Capital Roots, go to [www.capitalroots.org](http://www.capitalroots.org).**

Capital Roots is an Equal Opportunity Employer that is committed to creating a multicultural organization. We actively seek a diverse pool of candidates for this position, especially candidates of color. We seek to foster diversity across our organization and welcome the unique contributions our team members make based on their diverse perspectives, backgrounds, and lived experiences.

**Send cover letter and resume (*no calls please!*) to:**

Sarah Hotaling, Chief Program Officer, Food Access | Capital Roots, 594 River Street, Troy NY 12180 | email: [cpfoodaccess@capitalroots.org](mailto:cpfoodaccess@capitalroots.org)