



Food Hub 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, Google Sheets, and Square) 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, and a high energy level.
- The ability to lift 50 lbs and willingness to be forklift trained.
- Must have a valid driver's license with the ability to drive and a driving record acceptable for insurance coverage.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES:

- 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.
- Receive products (utilizing forklift when needed) in the Hub and ensure proper labeling, management and storage.
- Coordinate retail and wholesale pricing of all produce and value-added items being sold through the food hub.
- Update Square with current pricing for retail sales.
- 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 with collection of culled produce and operation of the composter.
- Work closely with our organization bookkeeper to ensure all invoices are received appropriately, allocated appropriately, and thus paid in timely manner.
- Support the implementation of the Food Safety and Food Defense Plan for both food hubs, including monitoring, cleaning, record keeping and corrective actions, as laid out in the plans.
- Work closely with Capital Roots' Food Hub staff and partners to maximize our purchasing of local products.
- Through purchasing relationships, assist in leveraging gleaning opportunities for the Squash Hunger program with local farms we work with.
- Work with retail team to help research and bring in new, exciting, and price-appropriate NYS products into retail programs
- Assist with hub finances, data collection and grant reporting.
- Assist with Food Hub programs and other organizational projects, as needed
- Participate in Capital Roots events, staff meetings and perform other duties as assigned by the Food Hub Manager, Chief Program Officer of Food Access and CEO.
- This is not a remote work position, the position requires the candidate to be on-site at Capital Roots and may require early morning shifts before 8am during peak season.

SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid hourly (\$17.00/hour) at an annual rate of approximately \$35,300 per year, in a flexible work environment. The typical work schedule is 8 am to 4 pm Monday-Friday, however some early mornings, evenings or weekends may be required as needed. Excellent benefits including monthly medical and dental insurance premiums paid by Capital Roots upon hire - an indirect compensation benefit of ~\$11,900. In addition to generous vacation time, we observe 11 paid holidays – including four floating holidays – and offer paid personal and sick time. You also have the option to enroll in our 403b retirement plan.

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.**

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:

Nichole Cooley, Food Hub Manager
Capital Roots | 594 River Street | Troy NY 12180
Or by email: foodhubmanager@capitalroots.org