



Retail Markets Manager

OBJECTIVE: Expand access to fresh, healthy affordable foods through management of Capital Roots' Retail Food Access Programs: the Veggie Mobile® and the Veggie Mobile® Sprout, Good Food Market, Healthy Stores Program, and other pop-ups opportunities.

QUALIFICATIONS:

- Position requires an organized and self-motivated candidate with staff and project management skills.
- Bachelor's Degree and 3+ years of relevant work and proven personnel management experience.
- Must have a commitment to our local food system, healthy food access and a passion for Capital Roots' mission.
- Excellent customer service and communication skills; previous experience with retail sales and food are a plus.
- Experience working with diverse communities, a positive attitude, high energy level and the ability to lift 50 lbs.
- Driver's license with the ability to drive required to fulfill job duties 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 duties 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.

RESPONSIBILITIES INCLUDE:

- Manage Capital Roots' Retail Food Access Programs including: Mobile Markets (Veggie Mobile® and the Veggie Mobile® Sprout), Good Food Market, Healthy Stores Program, and Pop-Up opportunities.
- Manage Mobile Markets Taste and Take program.
- Oversee culling procedures for all retail programs.
- Manage all retail market team members to ensure achievement of programmatic goals, and work with the Volunteer Coordinator to determine volunteer and intern needs.
- Hire, evaluate and provide feedback to retail team members
- Create and oversee on-going training program in hospitality and customer service for staff, volunteers, interns
- Coordinate Retail Programs' finances, including monitoring weekly transfer reports through Square POS, grant budgets and overseeing daily/monthly accounting reports including discrepancy reporting from Square POS and TotilPay.
- Manage all retail team reporting and data collection efforts including those associated with programmatic outputs and transfers from Square POS, local food purchasing, financial information, grant deliverables and others requirements as needed; Support team to maintain necessary records
- Work closely with Food Hub Manager to ensure goals and needs are met for all food programs
- Collaborate with other members of the Capital Roots' Management Team to create cross-program collaboration and efficiency, create staff development opportunities and cultivate our unique organizational culture
- Work with Capital Roots' CPO for Food Access to help achieve the organization's mission and strengthen programming
- Work with the Community Engagement Team to develop and oversee implementation of outreach, marketing and education materials for all Retail Market programs
- Other duties as assigned by Chief Program Officer and CEO.

SALARY & BENEFITS: This is a full-time non-exempt position (40 hours per week) paid hourly (\$22 per hour) at an annual rate of \$45,760 per year, in a flexible work environment. Typical work schedule is 9am-5pm Monday-Friday, some evenings or weekends are needed. Excellent benefits including monthly medical and dental insurance premiums paid by Capital Roots upon hire. The average employee saves \$11,900 annually thanks to 100% employer-paid health premiums. 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 by organizing community gardens, providing healthy food access, 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 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: Collin Parlman, Chief Program Officer for Food Access | Capital Roots
| 594 River Street, Troy NY 12180 | email: CPOfoodaccess@capitalroots.org