



FOOD HUB MANAGER JOB DESCRIPTION

Job Title: Food Hub Manager

Overview:

As a Food Hub Manager, you will play a crucial role in overseeing the operations and strategic direction of our food hub, ensuring the efficient and sustainable distribution of locally sourced food products. This position involves collaboration with local farmers, producers, and community stakeholders to promote regional food systems and enhance economic opportunities.

Pay and Hours:

- 20 hours per week (Wednesday-Saturday and Mondays) Sat-Mon work tends to be customer and producer emails and reporting, Wednesday and Thursdays are packing and deliveries)
- \$25/hour
- 26 hours per year paid time off, earned at one hour per pay period worked

Responsibilities:

Hub Operations:

- Manage day-to-day operations of the food hub, including inventory and backend management through Localfoodmarketplace.com, order fulfillment, and logistics coordination including troubleshooting. (Localfoodmarketplace.com is constantly upgrading, must stay updated and keep vendors informed)
- Ensure the hub operates in compliance with health and safety regulations, quality standards, and ethical practices.

Producer Relations:

- Build and maintain strong relationships with local farmers, growers, and food producers.
- Collaborate with producers to develop and implement quality assurance standards.
- Facilitate training programs and workshops to educate producers on hub procedures and market trends.

Customer Relations:

- Engage with customers, including restaurants, retailers, and institutions, to understand their needs and preferences.
- Develop and maintain positive relationships with buyers/stakeholders to foster long-term partnerships.
- Implement customer feedback mechanisms to continuously improve hub services.



Marketing and Promotion:

- Collaborate with the marketing team to create promotional materials and campaigns.
- Develop marketing strategies to promote the food hub and its offerings.
- Represent the food hub at community events and engage in outreach activities.

Financial Management:

- Oversee budgeting and financial planning for the food hub.
- Monitor financial performance and implement cost-effective measures.
- Explore grant opportunities and partnerships to secure funding for hub initiatives.

Community Engagement:

- Work with local communities to promote the benefits of supporting regional food systems.
- Organize events, workshops, and educational programs to raise awareness about sustainable agriculture and local food production.

Data Management:

- Maintain accurate records of inventory, sales, and other relevant data.
- Utilize data to analyze trends, forecast demand, and optimize hub efficiency.

Qualifications:

- Bachelor's degree in business, agriculture, or a related field or equivalent work experience
- Previous experience in food distribution, agriculture, or a related industry.
- Strong organizational and leadership skills.
- Excellent communication and interpersonal abilities.
- Knowledge of sustainable agriculture practices and local food systems.
- Familiarity with regulatory requirements in the food industry.
- Proficient in basic computer applications (Microsoft Word, Excel, Google Drive) and inventory management software with a preference for those familiar with the Local Food Marketplace.com platform. Will train.