

Salvation Farms, PO Box 1174, Morrisville, VT 05661
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www.salvationfarms.org

October 2023

Position Title: Vermont Commodity Manager
Supervisor: Clearinghouse Director
Employee Status: Full Time, Exempt
Starting Annual Salary: \$50,000-\$53,000



TO APPLY: send cover letter and resume to admin@salvationfarms.org

Organization Summary

Salvation Farms' mission is to build increased resilience in Vermont's food system through agricultural surplus management. Our programmatic work explores diverse opportunities to respond to Vermont's farm surplus food in an effort to build food system security and regional food resilience. We run a gleaning program, serve as backbone support to the Vermont Gleaning Collective, and have operated a surplus crop food hub in tandem with job-readiness training for individuals with barriers to employment. Other aspects of our mission integrated into and existing outside of the programs mentioned above include technical assistance, creating resources for the gleaners and supply chain development, experiential education, community building, cross-sector collaboration, research, advocacy, dialogue facilitation, and state/regional/national engagement.

Salvation Farms is rooted in modeling collaborative management opportunities that make local use of Vermont's farm surplus food. We are system focused. Our organization was first of its kind in the nation.

Program Summary

The Vermont Commodity Program is intended to model replicable and adaptable operations that reduce on-farm food loss while building regional supply chain capacity, increasing the use of local farm raised foods and reducing reliance on food imported into the state. The program works to develop short supply chain responses that put "un-marketable" crops from Vermont farms into the meals of more Vermont residents.

Over the course of ten years Salvation Farms' Vermont Commodity Program has operated in a variety of ways through unique partnerships in number of different regions in Vermont. Through this program, Salvation Farms has modeled and tested the feasibility of:

- 1) Minimally processing Vermont's surplus farm produce at varying scales,
- 2) Operating the nation's first surplus crop food hub in tandem with a job training program for individuals experiencing barriers to employment that included large scale surplus crop aggregation, cleaning, packing, and minimal processing that resulted in product distribution to charitable and institutional food programs, and
- 3) Incorporating a surplus crop aggregation, cleaning, packing, and working/learning operation within one of Vermont's prisons through engaging incarcerated individuals and leveraging existing but underutilized state-owned infrastructure.

The current iteration of the Vermont Commodity Program involves temporary rental of a commercial kitchen to produce frozen food from surplus crops for charitable distribution and sales institutions. Additionally, the

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organization is in the early stages of advancing its goals to: reestablish and operate a surplus crop processing center in northern Vermont that prioritizes workforce development as well as expanding and streamlining its brokering of Vermont's surplus produce to Vermont prison meal programs.

A brief history of the Vermont Commodity Program can be found here:

<https://www.salvationfarms.org/2020/11/26/in-grateful-reflection/>

Position Summary

The Vermont Commodity Manager is responsible for overseeing minimal processing, large scale aggregation, cleaning, and packing operations, and brokering of surplus farm produce to institutional buyers. Establishing and expanding programming through collaborations in Vermont will be a primary responsibility of this position, including:

- 1) use of a commercial kitchen paired with volunteer engagement to create minimally processed and frozen products from Vermont surplus farm produce,
- 2) assessment and improvement of systems for brokering surplus,
- 3) advancement of reestablishing a surplus crop processing center,
- 4) purchase of surplus for the production of frozen food intended for school food service purchasing, and
- 5) reintegration of workforce development efforts.

Key responsibilities include operational oversight including staff management, data tracking, inventory management, product distribution, volunteer training and management, and process refinement and creation as needed. With support from other Salvation Farms staffers, the Commodity Manager will aid the organization in refining and delivering its technical assistance offerings.

This position ensures Good Manufacturing Practices and Standard Operating Procedures are created and followed by all who engage with Salvation Farms' Vermont Commodity Program operations. Food safety, product quality, and operational sophistication, safety, and efficiency are upheld by this staff person. The Commodity Manager is responsible for administering volunteer training and oversight, exploring and leading workforce development integration, and ensuring a safe working environment. This position fills a vital role in supporting the growth, evolution, and documentation of this program and participates in budget building, communication, and fundraising activities.

An ideal candidate enjoys working with, teaching, and managing diverse groups of people, has experience in food handling and manufacturing, is detail oriented, and can maintain consistent, efficient operating systems.

Primary Duties *(include but are not limited to)*

- Oversee production staff and volunteers, operational activities, and partner relationships
- Engage in surplus processing alongside volunteers, staff, and partners
- Oversee facility and equipment management and ensure compliance with safety and production standards
- Oversee program ideation, design, implementation, and perpetuation
- Manage production and product development (minimal processing), end-product marketing, product distribution and sales, and traceability
- Ensure workplace and food safety, quality controls, and compliance with standard operating procedures
- Ensure accurate, effective collection, tracking, and analysis of all programmatic data

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- Participate in assessing program goals, benchmarks, impact and outcomes; generate periodic reports
- Refine and streamline surplus produce brokering systems, grow this area of work
- Collaborate with Clearinghouse Director to improve operations; i.e., refine production processes, establishing new distribution avenues, formalize volunteer orientation, training, and management, etc.
- Support the delivery of technical assistance including but not limited to the creation and maintenance of manuals, toolkits, training modules, etc.
- Advance Salvation Farms workforce development interests through supporting second chance and open-door hiring practices
- Engage in elements of program and product marketing material creation, program expansion, budget building, fundraising, and strategic planning

Additional Responsibilities *(include but not limited to)*

- Engage in Vermont based networks and collaborative conversations, e.g. Vermont Farm to Plate, Farm to Institution New England, Vermont Farm to School Network, etc.
- Create and maintain a work plan to stay accountable to performance goals
- Other duties as assigned

Desired Qualifications

- Produce and/or food handling experience with an understanding of food safety principles
- Supply chain, logistics, manufacturing, and inventory management experience
- Experience training and supervising teams
- Experience in designing and implementing programs and overseeing operations
- A sense of how to balance individual and team needs
- A balance of demonstrated skills and an openness to learning new ones
- Comfortable using our technological tools
- Strong buy-in and support of Salvation Farms values, mission, and vision
- Reasonable problem-solving and conflict resolution capabilities
- Ability to self-manage for effectiveness and resiliency
- Valid driver's license
- Able to lift 40-60 pounds
- Occasional early mornings, nights, and weekends as required

Benefits & Work Environment

- The position works in Salvation Farms' Morrisville office when not working in rental or partner location
- Travel will be required; mileage is reimbursed for approved work travel
- Some nights and weekends will be required
- Some remote work allowed; home office reimbursement is provided
- Paid sick-time, personal-time, and holidays
- Health insurance available (Employer covers 75% of premium)
- Dental and Vision Insurance available (Employer covers 100% of premium)
- Wellness Benefits including Health Savings Account (HSA) employer contribution
- Employer Contribution to Retirement Account (up to 3%) available upon entering 2nd year of employment
- Access to training and professional development opportunities

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