Now Hiring: Operations Manager

The Kansas City Food Hub is a farmer-owned, farmer-run cooperative of more than 20 small and medium-sized family and non-profit farms, aggregating produce, protein, and value-added goods to meet the demands of Kansas City’s middle market including schools, restaurants, corporate cafeterias, grocery stores and more. In 2020, we started selling directly to consumers through our Farm Share program and are expanding our retail operations. Our farmers grow on more than 300 acres and operate thirty-five high tunnels and greenhouses for four season production. We have certified organic producers, organic practicing producers, and conventional farmers, all operating with sustainable agricultural principles on their farms.

The Kansas City Food Hub improves the economic viability of sustainable local agriculture by coordinating year-round production, supporting emerging growers, and by bringing farmers and buyers together. The KC Food Hub creates a more food secure metro by connecting its residents with food produced locally.

The Kansas City Food Hub Operations Manager will work with the guidance of the Director of Operations to manage logistical operations and distribution of local produce to wholesale and retail customers. The Operations manager works closely with the member farmers of the cooperative to ensure supply needs are being met. Communications will be key while providing excellent service to existing customers of the Hub, for whom we aggregate, pack, and distribute products, providing local food through diverse community channels. The Operations Manager will supervise drivers and packers to ensure quality and accuracy in aggregation, packing, and distribution of orders.

Computer literacy, data entry experience, basic data management skills, friendly demeanor, and a self-organized work ethic are musts. Food safety and familiarity with the local food systems a plus. Produce logistics experience a bonus.

Operations

- Coordinates the logistics of aggregating, packing, and delivering both wholesale and retail orders using Local Food Marketplace sales platform
- Trains and manages driving and packing employees
- Communicates with farmers for produce sourcing and aggregation scheduling
- Balances the farmers scheduling and supply needs with our client’s needs to fulfill orders
- Oversees all produce handling ensuring the best GAP and food safety practices are followed
- Onboards producers on the Local Food Marketplace website
- Performs delivery driving and aggregation driving as needed
- Other tasks will be directed as necessary by the Director of Operations

Qualifications

- Ability to manage several projects simultaneously
- Excellent communications skills and ability to communicate effectively with many types of people through all mediums
- High computer literacy. This position works heavily with Local Food Marketplace. No prior experience with LFM required.
- Ability to collaborate with a small but dynamic team, both in-person and remotely.
- Excellent driving record and ability to drive large delivery vehicles.
- Must be able to problem solve and adapt solutions quickly
- Preferred: Bachelor’s degree in agriculture, food systems, nutrition, business, or related field.

Time commitment: 40 hours/week, year-round, Supervised by the Director of Operations
Wages: $18-20/hour based on experience
Workdays: Mondays – Friday, with occasional Saturdays
Apply by sending cover letter and resume to annalise.winter@thekcfoodhub.com
Priority deadline for applications: **September 12th or until filled**