

## **Arcadia Center for Sustainable Food & Agriculture**

### **Mobile Market Operations Manager**

#### **Job Description**

**December 1, 2020**

Join the Arcadia Center for Sustainable Food & Agriculture Mobile Market team as our Market Operations Manager.

This is a year-round full-time position ideal for those passionate about healthy, equitable, local food access. The ideal candidate has experience in retail or wholesale food logistics & infrastructure management.

During the market season, you'll oversee the ordering, receipt, and management of up to \$300,000 in fresh local food, providing a benefit to both regional farmers and local communities that otherwise lack access to quality food. This job is very much about logistics; you should be detail oriented, certified in safe food handling, committed to cleanliness, food safety, and safe operations. You are responsible for the food from the time it is ordered from farms to when it is sorted, packed and goes out on the Mobile Markets for sale.

You'll work closely with the Community Manager and Market Director year-round, and with seasonal staff from May through November when the Mobile Market is in full swing. As a mission-driven organization, everyone at Arcadia and on the Mobile Market staff occasionally performs duties outside their job description, as needs arise, to keep market operations running smoothly. You should be unafraid to ask for help or ask questions.

Salary range: upper 30s to low 40s, depending on experience. Subsidized health insurance, and generous paid time off.

DUTIES include:

- Inventory Procurement & Management
- Special Orders Management, from order to fulfillment
- Facilities Maintenance & Food Safety (walk-in coolers, prep kitchen)
- Occasional Market support as needed
- Occasional Box and Sprinter truck driving, as needed
- Work with local farmers and Arcadia farm team on crop planning/needs for upcoming market season
- Train and communicate with team about product information
- Coordinate produce donations
- Oversee Vehicle Maintenance

Please respond with a cover letter and resume to [info@arcadiafood.org](mailto:info@arcadiafood.org) as soon as possible. We will be interviewing on a rolling basis.