



Mobile Market Operations Manager

Help bring local, affordable, fresh food to food insecure neighborhoods across DC!

Organizational Overview

Arcadia Center for Sustainable Food and Agriculture is a non-profit organization dedicated to creating a more equitable and sustainable local food system in the Washington DC region. The Mobile Market is one of Arcadia's four distinct program areas that address a specific need in the community, while collectively engaging consumers, farmers, schools, and institutions.

Arcadia's Mobile Market operates as a retrofitted school bus and box truck that double as farmers' markets on wheels. The Mobile Market serves neighborhoods across DC with high levels of food-insecurity, particularly Wards 7 & 8.

Our goals:

1. To make fresh, high-quality, local food convenient, affordable and consistently available for all DC residents
2. To support a shift in consumers *investing* in the food they eat by doubling the purchasing power of food assistance benefits spent at market (SNAP, WIC, Senior FMNP)
3. To create opportunity for local farmers to expand their reach to more DC residents

Arcadia is a small but growing organization, and the right candidate will have the opportunity to grow with us and become an integral part of our Mobile Market program. You will be the right candidate if you are able to combine a passion for building a strong, local and sustainable food system with the practical skills and experience listed below.

Responsibilities

The Mobile Market Operations Manager (OM) will work closely with the Mobile Market Director to establish a successful operations management plan and implementation strategies. The OM will be the primary manager of Mobile Market headquarters operations including oversight of deliveries, market load-out and inventory management. The OM will serve as a leader in safe food handling and as a resource for the rest of the Mobile Market team. Together, the OM and Director will strive to foster a positive, engaging workplace for the Mobile Market Team as a whole.

- Work closely with Mobile Market Director
- Acquire Food Safety Manager License, if not already held
- Inventory Management
 - Entering invoices into inventory database
 - Organize walk-ins and dry storage area/prepare areas for deliveries
 - Record physical inventory twice weekly as ordering guidance for Director
- Facilities Maintenance
 - Oversee condition of prep kitchen, walk-in coolers and freezer.
 - Ensure health and safety standards adhered to at all times.
 - Develop cleaning plan and manage MM staff's implementation.
- Receive/process deliveries from farmers
 - Coordinate with delivery drivers at MM headquarters to move pallets from truck to kitchen
 - Break down deliveries into allocations for each market

- Inspect products for quality
- Communicate issues to Director
- Special Orders Management
 - Track customer special orders from time of order to fulfillment, ensuring clear communication between Director, Market Managers and customer
- Market Operations Support--*Not a regularly scheduled role, only as needed*
 - Be fully trained in market operations including driving market vehicle, set up/breakdown, market standards, point-of-sale and all at-market responsibilities
 - Fill in for Market Manager, associates or provide extra market support
 - Be trained in refrigerated box truck operation to transport additional produce to markets
- Team Building
 - Actively contribute to weekly Mobile Market Team meetings and staff reviews
 - Work with Director to set short term and season-long goals for Mobile Market Team

Necessary Qualifications

- Knowledge of food inequity in DC and a passion for community-centered food access
- Experience working in the food industry (farming, restaurant, grocery, etc.)
- Strong communication and interpersonal skills (Prompt and clear communication in all forms)
- Skilled at taking initiative, self-management and delegating tasks
- Ability to lift 50 lbs regularly, as part of receiving deliveries
- Professional in demeanor, highly organized and reliable
- Skilled at strategic problem-solving
- Experience driving a box truck or willingness to be trained
- Valid driver's license with clean driving record
- Ability to perform in a fast-paced environment with competing demands
- Ability to pass a background check and drug test
- Reliable transportation to Mobile Market headquarters (1800 Perry St NE, Washington, DC 20018)

Preferred Qualifications

- Experience being part of a management team
- Servsafe or Prometric Food Safety Manager License
- Excellent geographic knowledge of and experience driving in Washington, DC

Hours & Compensation

- Start Date April 1, 2018 (with some flexibility)
- Arcadia's Mobile Market stops operate Tuesday through Saturday, May--November. Operations Manager's schedule will align with delivery days/times, Monday through Friday.
- Full Time, Salaried position, \$35,000 annually
- Health Insurance monthly benefit
- Ready access to local, farm fresh food all season long!

Apply

Please email your resume, cover letter, status of Food Safety Manager License and Driver's License to Erin Close, Mobile Market Director, at erin@arcadiafood.org. Contact with any questions.

Arcadia is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.