

Sun Produce Cooperative
Job Opening
Description of Staff Responsibilities

Co-op Manager

The Manager reports to and works closely with the Sun Produce Board of Directors, which is guided by the Co-op Members. The Manager will be responsible for the day-to-day operations and performance of the Cooperative. This position will be responsible for communicating between producers, distributors, buyers and Co-op staff to ensure orders are delivered at the peak of quality while meeting food safety standards and requirements for the Cooperative.

This position works with Members, Board, and staff to coordinate and implement programs, events and activities that build the capacity and sustainability of the Cooperative and the smaller-acreage farms it serves in Arizona.

Priority responsibilities will include:

Product Aggregation and Distribution:

- Compile and disseminate weekly Producer Availability Lists to buyers, in conjunction with Program Coordinator
- Schedule and ensure product pick-up and accurate order delivery
- Route and dispatch truck drivers
- Coordinate with drivers to prepare customer orders by receiving, ensuring quality and staging orders for distribution
- Ensure Co-op delivery vehicles are maintained

Food Safety / Warehouse:

- Work with growers and partners to meet customer food safety requirements
- Manage product storage
- Maintain efficiency, cleanliness and safety, including food safety requirements for warehouse and aggregation space.

General:

- Manage inventory of Cooperative assets and supplies, sourcing for suppliers (vendors) and submitting vendor and customer invoices
- Ensure customer satisfaction and work with Board and Members to cultivate new customers.
- Work with growers and distributors to ensure their readiness to sell to customers through: awareness of planting and harvesting schedules, setting mutually agreeable pricing, pack sizes and packaging and food safety plans.
- Facilitate bulk purchasing of equipment and supplies.
- Track and report grant performance, measurements and outcomes.
- Manage staff and consultants

- Provide support to the Board of Directors and committees
- Provide reports to Members
- Year-end program evaluation
- Customer development to expand member outlets
- Oversee budget development
- Represent the cooperative in the community
- Expand membership and partnerships

Salary Range: \$40,000 - \$46,000 annually Depending on Experience (DOE)

Qualifications:

- 2 years of experience managing fresh produce logistics, warehouse, transportation, people and customer services
- 2 years of experience managing and developing a small mission-driven business.
- Experience using Microsoft Office or Mac equivalent and Quickbooks

Preference will be given to applicants with:

- familiarity with local, sustainable farming production and distribution processes, food hubs and cooperative business models.
- Degree or certification or 1 year of experience in developing and implementing broad food system strategies.

Please send resume and cover letter to:

sunproducecoop@gmail.com

No phone calls.