



## Job Description

### Production and Warehouse Assistant

#### POSITION SUMMARY

The Center for an Agricultural Economy (CAE) is looking for a dynamic and reliable individual to join our Just Cut and Farm Connex team! Experience preferred but **will train motivated individuals** that are a good fit. This is a \*temporary, hourly, cross-program position that would work in both an **industrial kitchen setting** and a **warehouse setting** where safe food handling practices, working closely with a **team**, and **attention to detail** would be required.

*\*While currently being offered as a temporary position, there is the potential for permanent employment for the right candidate (to be determined by evolving operational needs)*

#### JOB DESCRIPTION

**Position:** Production Assistant (Just Cut) and Warehouse Assistant (Farm Connex)

**Reports to:** Just Cut Production Manager & Program Manager, & Farm Connex General Manager

**Schedule:** Starting immediately, 3 days, 30+ hours per week, temporary, non exempt position. 6-10 hour days. December-February with potential for permanent employment based on performance and operational needs

**Compensation:** Hourly, beginning at \$18.00/hr, with opportunity for increase

**Benefits:** Quarterly internet/phone stipend

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**SUMMARY OF RESPONSIBILITIES: Work week will likely consist of three work days with the day split between these two positions and locations as needed.**

**Summary of Kitchen Staff Position:** Just Cut is a social enterprise at CAE that prepares locally sourced produce for use in institutional kitchens. This position will work in a team with the *Just Cut Production Manager and Just Cut Program Manager*. The primary responsibility is to ensure the safe, efficient and clean processing and packaging of raw produce products into value-added products for institutions and bulk buyers. This includes:

- Prepare, package, and ship weekly fresh and frozen Just Cut product orders (particularly beets, cabbage, potatoes, and carrots)
- Ability to work in an industrial kitchen setting; warehouse inventory lifting, physical capability to move foodstuffs, dry goods, work in hot and cold settings, and work with food processing equipment is a necessity.

- Communicate all irregularities to the Just Cut Production Manager and follow all food safety protocols as communicated by Just Cut Production Manager or Program Manager (i.e. equipment malfunction, materials below par level, staff injuries, etc.)
- Maintain a high level of cleanliness and food safety throughout production kitchens and warehouse

**Summary of Warehouse Assistant Work/Position:** Farm Connex is a food hub aggregation, logistics and delivery service, supporting expanded market access to nearly 100 farms across Vermont. CAE Farm Connex delivers farm products to over 300 retail and institutional customers in 12 of Vermont's 14 counties, as well as parts of New Hampshire. Warehouse positions entail highly physical work - requiring standing, pushing, pulling, lifting, etc. up to 75 pounds, with the use of both manual and power-assisted equipment. This includes:

- Assisting PM loading/driving staff with order picking & delivery of perishable products in a safe and appropriate manner.
- Assisting with PM unloading of trucks as needed to maintain efficiency of limited warehouse space and safety of product.
- Maintaining accurate and organized records.
- Assisting Farm Connex drivers with on-farm product pickups & limited deliveries
- Ability/willingness to safely work in a variety of weather conditions
- Maintaining reliable and respectful communication with coworkers, producers and their customers in day-to-day work and as inevitable challenges arise.

**Skills/Credentials:** We're looking for a right fit to make both our programs hum with activity.

- Ability to consistently lift up to 75 lbs (with the use of some equipment)
- Ability to work in a standing position for extended periods of time
- Ability to take directions quickly & efficiently and follow established procedures
- Ability to be detail-oriented, and focused on specific tasks to completion
- Ability to be on time, communicate with teammates, & carry out repetitive tasks
- Ability to legally operate a motor vehicle in the state of Vermont (clean driving record)
- Willingness to submit to a minimal background check & Motor Vehicle Records search
- Willingness to adapt to COVID-19 protocols in consideration of evolving guidance

### **EOE STATEMENT**

Building community leadership, investing in relationships, and listening to the needs of the community are core principles CAE applies to all our work. We strive to foster an inclusive and supportive staff culture where learning and growth are supported. CAE is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, national origin, religion, sex, sexual orientation, gender identity, genetics, disability, or veteran status.

### **BACKGROUND ON CAE**

CAE is a food systems hub in Hardwick, VT whose reach extends statewide and beyond. Our work touches all aspects of the food system in support of rural food businesses, farms, and communities. We work alongside our neighbors and partners to cultivate interdependence,

take risks, and initiate change. CAE operates a full-service food hub at the Vermont Food Venture Center, and business advising and technical assistance to farm and food businesses. Our enterprises include Just Cut, a farm to institution program; Farm Connex, a local food delivery service; and Vermont Farm Fund, a revolving farm fund. Our community programs are focused in the greater Hardwick area and include a community greenspace and gardens at Atkins Field; Grow Your Own, a food independence collaboration with the Hardwick Area Food Pantry and others; Place-Based Education partnerships with our local schools; and community organizing for food sovereignty. We invite you to participate in our work to create a rural food system in which everyone has agency, support, and access to local food.

## **HIRING PROCESS**

A hiring team of CAE staff will lead the process. Selected candidates will have an initial phone interview, which may be followed by an interview and tour of CAE spaces. Interview questions will be shared ahead of time. CAE is committed to the full inclusion of all qualified individuals and will provide support in any way to assure everyone's best experience in the hiring process. In keeping with our commitment, CAE will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact our Administrative Operations Coordinator at [jess@hardwickagriculture.org](mailto:jess@hardwickagriculture.org). Please let us know if you have preferred pronouns and method of communication.

## **TO APPLY**

Email [jobs@hardwickagriculture.org](mailto:jobs@hardwickagriculture.org) with your resume and contact information for two professional references. Let us know if you have any questions! Please include 'Production and Warehouse Assistant' in your email subject line. Our application deadline is November 18, 2022.