

Position Title:

Local Food Subscription Manager

Position Details:

Local Food Subscription Manager, ¾ to Full Time (30-40 hours/week), 52 weeks/year, working in person at Robinette Farms in Martell, Nebraska

****Start date of 4/17/23***

Robinette Farms is looking for a Manager to run the day-to-day operations of our Local Food Subscription Program. Our Local Food Subscription (LFS) is a direct-to-consumer model of local food distribution to families in the Lincoln and Omaha areas.

The goal of the LFS is to elevate local food, farms, and small businesses to everyday people. We aim to discover new local products and bring them to our Members as a way to demonstrate and educate the value of eating locally, eating seasonally, eating healthy, and supporting local small businesses.

We have Members and one-time shoppers who order online with our flexible and fully customizable subscription program. We sell our own products from the farm and aggregate from local farmers and local food artisans to provide our customers with year-round access to local foods. We offer pick-up locations in Lincoln, Omaha, Hickman, and at The Farm in Martell, as well as a Home Delivery option for the Lincoln area.

Short, medium, and long-term goals for the LFS Manager Position:

- **Short:** Work with farm owner to learn position duties and learn software, develop positive relationships with crew and suppliers/producers
- **Medium:** Train other staff members to use software for problem-solving situations, optimize ordering, storage, and inventory systems, and ensure accurate box packing and safe delivery of products
- **Long:** Help expand the program through sourcing and packing the highest quality items and delivering the highest quality boxes to our customers

Effectiveness areas:

- Managing packing/delivery crew
 - Goal of Member reported packing errors are less than 2 per week
 - Respectful and effective communication with the packing crew, delivery drivers, and other farm staff and owners
 - Quality control of products received, as well as going into boxes and out the door
 - Participating in the packing of local food boxes and local meat orders
- Inventory and warehouse management
 - Maintaining an appropriate amount of inventory of products
 - Reduce fresh produce shrinkage (loss)
 - Keep all shelf-stable products on hand with a 3-4 week supply

- Coordinating the distribution of donated food
- Cleaning out coolers on a weekly/as-needed basis
- Managing meat freezer inventory and storage, placing orders with suppliers
 - Monitoring temperatures
 - Keeping inventory on hand in appropriate amounts
- Managing packing supply inventory
 - Keeping necessary items in stock for successful delivery order cycles
- Maintaining a clean, organized, and food-safe warehouse for packing orders
- Grocery/produce knowledge
 - Appropriate handling and storage of fresh produce
 - Knowledge of appropriate temperatures for fresh food
 - Overseeing boxes are packed to reduce damage to items in box
 - Understanding of food safety (food handler's permit a plus, but not necessary)
- Technology: Google Drive, Gmail, and Harvie software system
 - Adept at basic computer skills: google suite, spreadsheets
 - Ability to quickly learn and be comfortable with new software: route management, box and member management, texting service
- Passion for local food
 - Desire to deliver the highest quality local food to our customers
 - Desire to bring excitement and joy to this business and spread the mission and vision of Robinette Farms
 - Desire to expand the program
- Communication
 - Clear and timely communication of information to suppliers
 - Ability to troubleshoot shortages and delayed deliveries in a calm manner
 - Clear and timely communication with Robinette Farms Production Managers
 - Organize meetings with the packing and delivery crew to convey important information
 - Participate in meetings with Farm Owners to problem solve and meet goals for the position and the program

Day-to-day tasks:

- Office/Computer work: 10-15 hours/week
 - Aggregating pick lists
 - Emailing orders to suppliers
 - Setting up communication texts and emails to Members
 - Printing pick lists, pack lists, home delivery routes, and individual labels for packing and delivery
 - Scheduling a weekly email to producers
 - Communicating with producers about availability and following up on orders
 - Creating and launching the weekly delivery in online software
 - Managing inventory and product descriptions
 - General tech troubleshooting

- Supplier communications: 2 hours/week
 - mostly email, some texting or calling
- Inventory ordering/inventory management/receiving: 4-6 hours/week
- Product Packing/set up: 12-15 hours/week
 - Assembling boxes for each delivery week ahead of time
 - Packing frozen meat orders
 - Pulling shelf-stable inventory prior to packing day
 - Working with the crew for packing and delivery on Thursdays
- Crew Management: 2 hours/week
 - Informing crew of shortages, updates in protocols, inventory management, quality control, and task delegation
 - Primary point person for interpersonal communication, communicating concerns directly to Farm Owners

Compensation and Benefits:

- Starting at \$16/hr, paid bi-weekly via direct deposit, with opportunities for increased compensation
- 20 hours of PTO per year
- All workers are covered by workers' compensation
- A discount code to purchase boxes via our online store or toward a Membership, as well as access to free “farmer food” each week

Reports to:

Farm Owners

To Apply:

Please complete an application, resume upload, and 3 references using the forms on our website at www.robinettefarms.com/job-descriptions. Please email a letter of interest to

Chloe Diegel

Robinette Farms

farmers@robinettefarms.com

The responsibilities & duties listed above are intended to communicate the general priorities of this position, but should not be understood as an exhaustive list of all work requirements to be completed at Robinette Farms. Farms require flexibility! We are committed to training, developing, and promoting from within the company based on performance. Robinette Farms provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sex, national origin, age, disability, genetics, marital status, or sexual orientation.