

VALUE CHAIN COORDINATOR

JOB DESCRIPTION



Position Type: Full-time Non exempt
Position Level: Coordinator
Functions: Food & Beverage

ABOUT NO MORE EMPTY POTS

No More Empty Pots (NMEP) is a grassroots non-profit corporation that connects individuals and groups to improve self-sufficiency, regional food security and economic resilience of urban and rural communities through advocacy and action. No More Empty Pots' vision is to support communities in becoming self-sufficient and food secure through collaboration and adhering to core values of education, stewardship, and sustainability.

All candidates for NMEP positions are evaluated on “get it,” “want it,” and “capacity to do it,” and the values: forward thinking, arable & adaptable, innovative & solution oriented, people centered & trustworthy, and dedicated. All candidates must have the ability to accept challenges, ability to prioritize, ability to problem solve, versatility in applying knowledge and skills, commitment to NMEP' mission, and dedication to reducing structural inequities. All NMEP staff are expected to prioritize people and a focus on relationships while maintaining high standards of program delivery and using sustainable budgeting and time management practices.

POSITION DESCRIPTION

This position supports organization-wide procurement, the CSA and Market Programs and schedules deliveries as part of the Food & Beverage Program team. This position collaborates and supports Program Teams within No More Empty Pots. This position reports to the Value Chain Manager.

Candidates for the Value Chain Coordinator position should resonate or identify with the following qualities and traits:

- Ability to effectively and proactively communicate internally and externally
- Positive mindset that sees opportunities in diverse experiences
- Be detail oriented and deadline driven
- Passion for doing work driven by community need
- Self-starting while working independently and proactively
- Motivation for taking on challenges and solving problems
- Drive to take individual ownership of and expand upon job duties
- Confidence to ask questions and take calculated risk

TOP 5 JOB RESPONSIBILITIES

1. Support the Value Chain Manager with local procurement for Organization-wide programming including Logistics-costing, ordering, invoices and billing for products received and distributed
2. Supporting farmers, producers and growers via local food access through sourcing and distribution
3. Plans delivery route with Food and Beverage Staff
4. Supports the CSA and communicates efficiencies and issues with the Value Chain Manager
5. Supports Market Inventory, product placement, customer service and staffing

40% VALUE CHAIN SUPPORT

- Support the Value Chain Manager in coordinating with Food and Beverage team to manage customer relationships and ensure CSA orders are appropriately registered, filled, and invoiced
- Support execution of requisitions, sourcing, invoicing, ordering, and purchasing of local foods
- Support data tracking and reporting on procurement, donations, and production in order to provide needed data for programs, projects, and teams
- Coordinate food donations and food recovery efforts

- Support development of local food sourcing relationships with local producers and provide education and training to staff, participants, and partners to support the organizational metrics of 25% of food dollars spent on local food
- Support staff in creating mission aligned programming that integrates seasonal, local, reclaimed, gleaned, or donated food and reduce waste and costs by providing information and educational materials

40% PROGRAM SUPPORT

- Support and execute Market and Community Harvest program offerings and deliveries in support of NMEP mission and goals
- Be knowledgeable of marketing and promotion of market programming with the support the Communications Manager
- Serve in the market and market events including performing all general duties of a customer service staff being available to fill any shift as needed
- Safely drive a refrigerated truck or other delivery vehicles
- Ensure product is appropriately received by customers or delivery site partners, including unloading product and moving it to the appropriate location
- Lead logistic planning and decision making to maximize efficiency, revenue and grant deliverables
- Plan routes and other delivery details, communicating with other stakeholders as appropriate with the use of technology and apps where relevant
- Provide the highest quality customer service as the face of NMEP for many of our participants
- Effectively organize product and all delivery details to support a smooth and accurate delivery process
- Receive vendor deliveries when needed
- Care for equipment and handle all end-of-day procedures such as storing undelivered product or providing communication updates to appropriate personnel
- Communicate with other personnel who are driving and packaging to support a smooth and accurate delivery process
- Operating Point of Sale system and EBT machine

10% FINANCIAL MANAGEMENT

- Budget management for the Market and local foods related projects
- Ensure that the team's financial documents are submitted in compliance with company policy including receipts, requisitions, invoices, and other sensitive documents
- Tracks team member's resource management and requisition activities, ensuring budget-conscious and values-driven resource management
- Follow and set team and company policy and targets to support the organizational goal to close books by the third of the following month and drive towards financial self-sufficiency
- Support inventory and ordering for the market and market events in compliance with company policies
- Review weekly sales data, submitting monthly program data, and using data to make operational decisions about market operations and programming
- Cash handling including deposits

10% ADMINISTRATIVE

- Attend all mandatory and team meetings
- Respond to email and all communications in a timely manner
- Follow company policies including financial policies by managing and submitting financial

- documents including receipts, requisitions, invoices, and other sensitive documents
- Collect and submit both quantitative and qualitative data on a weekly and monthly basis as assigned.
- Attend professional development training/workshops

OTHER DUTIES AS ASSIGNED

- Other duties as assigned

REQUIRED SKILLS, QUALITIES, AND EXPERIENCE

- Familiarity with the food system.
- Competent with Microsoft Office Suite and Google Suite applications
- Experience demonstrating high level customer services.
- Eager to find and learn new resources in a tech-positive organizational culture
- Highly organized, solutions-focused individual with an understanding of project management
- Works well under pressure and with tight deadlines and attention to detail
- Strong administrative and time management skills
- Experience and skill to work as part of an interdisciplinary team
- This person frequently communicates with staff, students, volunteers, vendors, guests to the program, and others about program and organizational operations, policies, and products. Must be able to communicate and exchange accurate and relevant information in these situations.

PREFERRED SKILLS, QUALITIES, AND EXPERIENCE

- At least 2 years of relevant culinary or agricultural business experience
- Familiarity with the Omaha Metro local food system
- One year retail sales, customer service and cash handling experience
- Experience working with diverse populations including immigrants and refugees, communities of color, youth, and seniors; cultural humility and a desire to learn
- Conversational Spanish fluency

WORKING CONDITIONS AND PHYSICAL DEMANDS

- Constantly moves about a commercial kitchen, retail and facilities settings.
- Frequently operates medium-size machinery including getting on and off a refrigerated truck lift
- This person must be able to work effectively in environments that are often loud, cramped, hot, or cold
- Frequently moves in and out of a high-set truck cab
- Frequently positions self to reach products stored on high or low shelves
- Frequently moves supplies weighing up to 50 pounds
- Occasionally moves product weighing over 50 pounds
- Push/pull carts, hand trucks weighing over 200 pounds
- Frequently operates a computer and other office equipment and supplies
- Frequently stands and walks up to 8 hours
- This person must be able to work effectively in environments that are often loud, cramped, or hot
- Must be able to discern between acceptable and unacceptable product and cleanliness standards in a food service setting

ADDITIONAL JOB DETAILS

- **Compensation:** \$18-24/hour, commensurate with experience
- **Hours per week:** up to 30, non-exempt
- **Reports to:** Value Chain Manager

TO APPLY

To be considered for this position, please submit a resume and cover letter to No More Empty Pots at jobs@nmpomaha.org. Be sure to include why this position with No More Empty Pots is a good fit for you.

Black, Indigenous, Latinx and any people of color, LGBTQ+ identities and anyone with marginalized identities are strongly encouraged to apply.

No More Empty Pots does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.