



## **Warehouse Operations and Farmer's Market Coordinator**

**Part-time; full time**

**Pay rate: \$18/hour with possible mid-season and end-of-season bonus for farmers markets**

[The East Denver Food Hub](#) (EDFH) is a social enterprise that develops a resilient, equitable, and compassionate local food ecosystem based on equity and inclusion, environmental stewardship, sustainable technologies, and private/public partnerships. EDFH commits to building a model for local food aggregation and distribution, as well as educating the public on the value of supporting and investing in local farms through local procurement initiatives and legislative policies. We seek to demystify the supply chain, address food insecurity, support the viability of local agriculture, and develop community wealth-building initiatives to promote economic justice.

### **Duties & Responsibilities:**

#### **Warehouse Operations**

- Assist in inventory management including working with food hub software, "Farm Fare", and manual inventory counts and adjustments.
- Properly receive deliveries checking for correct orders and product quality
- With Value Chain Coordinators and delivery drivers, assist in picking and packing orders, loading the truck, and double checking all deliveries before they leave the warehouse.
- Follow all food safety guidelines
  - Training is provided
- Maintain clean and organized food storage areas
- Wednesdays, weekly, lead the team in food box packing and ensure all products are fresh, high quality and packed properly
- Along with Montbello Community Market Steering Committee, assist in planning, outreach, and operation of EDFH's pop-up BIPOC market

#### **Farmers Markets**

- With Value Chain Coordinators and Farmers Market Manager, assess the varieties and quantities of food to bring to each market. Load up the food from the EDFH warehouse and bring it to the market
- Assist in tracking Farmers Market metrics including brought weight, returned weight, sales, and customer counts

- Set up an attractive, inviting, and food-safe market booth displaying a wide variety of products
- On occasion, lead a team of Farmers Market Coordinators, ensuring proper work flow during market day
- Engage with customers, offer information, answer questions, and generally encourage them to shop with us
- Where applicable, explain the pay-what-you-can model and make customers feel comfortable using it
  - We are not offering the pay-what-you-can model at all markets
  - Training about how to explain it is provided
- Ring up customers on Square, take payment
- At the end of the market, break down the vendor booth, pack up any unsold food, and bring it back to the EDFH warehouse
- Follow food safety guidelines and COVID-19 protocols at all times
  - Training provided
- Communicate hits & misses from each market to the EDFH team. Brainstorm ways to improve our markets and increase sales
- Biweekly, Saturdays, operate EDFH table at the Montbello Community Market

**Ideal skills, traits, & qualities:**

- Bilingual English/Spanish preferred
- BIPOC applicants encouraged to apply
- Must be able to regularly lift 50 lbs
- Comfortable in all weather conditions
- Outgoing, friendly, comfortable talking to strangers
- Farmers Market sales experience preferred
- Local food systems knowledge and a desire to build a more equitable, inclusive, and sustainable food system
- Racism, misogyny, classism, homophobia, and transphobia do not represent the values of EDFH and will not be tolerated

**To apply:**

Email [kathryn@eastdenverfoodhub.com](mailto:kathryn@eastdenverfoodhub.com) to apply. Resumes preferred but not required.

*East Denver Food Hub values the diversity of our communities and never discriminates based on race, color, sex, national origin, religion, age, disability, marital status, pregnancy, sexual orientation, gender identity, genetic information, or any other non-merit-based factor.*