



Gleaning Coordinator, Healthy Roots Collaborative

Part-time, seasonal, limited service position beginning April and December 2019

30 hours/week

\$15 to \$18/hour

The Healthy Roots Collaborative's mission is to strengthen the local food system of Northwest Vermont for the health and vitality of our community.

We envision a healthy Northwest Vermont with a community rooted in a strong agricultural economy with thriving farms, where all are connected to and nourished by local farms and food.

Job Description

The Healthy Roots Gleaning Coordinator works with Healthy Roots staff to facilitate on-farm gleans and distribution of gleaned produce throughout Franklin and Grand Isle counties. This part-time, limited service, seasonal position (April to December) will be housed at Northwest Regional Planning Commission on Fairfield Street in St. Albans. The Gleaning Coordinator will spend 80% of their time in the field, coordinating volunteers, and moving food. They will spend 20% of their time data tracking, coordinating with farmers and charitable food sites, and team meetings. The Gleaning Coordinator is responsible for communicating with farmers via the methods put in place by Healthy Roots Collaborative to coordinate in-field harvests and pick-up already harvested produce. They are responsible for tracking all product from beginning to end. The Gleaning Coordinator will maintain farmer and volunteer relationships while gleaning. They will work closely with charitable food sites in Franklin and Grand Isle Counties. The Gleaning Coordinator must be comfortable leading groups on farms. Willingness to work in inclement weather and ability to lift 50lbs on regular basis are required. Prior produce farm experience is preferred.

Essential Functions:

- Volunteer Coordination: coordinate outreach, education and training of volunteers

- maintain all correspondence with volunteers from initial outreach efforts to answering questions, sending reminders and clear instructions
 - educate volunteers on harvest techniques, surplus farm crop and hunger in the region
 - coordinate volunteer distribution network
 - ensure that all necessary health/safety and other procedures are practiced
 - coordinate end of the season survey and report distribution
- Food Shelf Coordination: coordinate outreach, communication and education of food sites
 - provide product information from produce type to storage and preparation
 - provide information on our farm partners
 - maintain truck use calendar
 - coordinate the distribution of gleaned product
 - coordinate, early season, taste tests and recipe distribution
 - coordinate end of the season survey and report distribution
- Farmer Coordination: coordinate communication and relationship with farmer
 - conduct on going communication with farm partners
 - secure glean date, time and anticipated volume of product
 - provide information on size of groups
 - coordinate end of the season survey and report distribution
- Farm Harvest Coordination: provide harvest oversight
 - secure and manage distribution of all needed supplies, tools and volunteer information
 - train volunteers on harvest techniques, tool safety, quality control and food safety
 - manage produce quality and quantity during harvest
 - ensure HRC and volunteers are demonstrating respect for the farm, farm owners and workers
 - manage post-harvest weighing, labelling and storage of produce
- Gleaning Interface Coordination: maintain volunteer communication and glean and data tracking
 - post gleans and gleaning information
 - maintain ongoing communication with volunteers
 - track volunteer involvement
 - track farm and crop specific harvest/collection information and post glean distribution
- Travel demands and expectations: The Healthy Roots Gleaning Coordinator will be provided with a vehicle to transport produce. At times the Coordinator will need to utilize a personal vehicle to perform gleaning activities such as gathering harvest boxes and distributing small amounts of food. The Coordinator will be reimbursed for all mileage accrued for the Healthy Roots Gleaning program. The driving can and will range throughout all of Franklin, Grand Isle Counties and parts of Lamoille County. Ability to navigate by map is highly preferred.
- Keeping shared storage facilities and vehicles clean and organized: All rented storage space locations must be kept clean and organized, storage of gleaned product in cooler must be tracked and distributed in an efficient and timely manner and in keeping with food safety protocol, storage of supplies must be tracked, stocked and organized, adhere to vehicle use expectations and maintenance
- Administrative Responsibilities; email and phone and texting correspondence, maintenance of online gleaning coordination and data tracking platform, ongoing and end of year paperwork

- Certification: If not already certified, onboarding will include training and certification in First Aid and ServSafe.

Qualifications:

- Valid Vermont driver's license and excellent driving record required
- Must be able to lift 40-50 pounds, be outside in varied weather conditions, and stand for long hours, and work on weekends
- Experience in farming
- Experience managing large groups
- Demonstrated knowledge of food and agricultural systems
- Demonstrated knowledge of food systems and farm-based education
- MUST have working vehicle and be capable of driving vehicle to farm and recipient sites in Franklin, Grand Isle and Lamoille Counties, mileage reimbursement provided
- Disciplined, self-motivated, interested in making an impact in the community
- Familiarity with harvest, post-harvest, storage and food safety techniques and protocols
- Experience working with diverse and limited-income populations.
- Strong organization and communication
- Excellent attention to detail
- Computer skills, including ability to use Word and Excel
- Record-keeping, computer, and data entry skills

Please send resume and cover letter to kboynton@nmcinc.org. If you have additional questions, please call 802-524-1219. We look forward to hearing from you.