



Food Hub Operations Manager

Job Title: Food Hub Operations Manager

Reports To: Executive Director

Status: Full-time

Pay Range: \$24-\$26/hour

Expected Start Date: Immediately

Benefits: Competitive package

About Boulder County Farmers Markets

Boulder County Farmers Markets is a 501 (c)4 non-profit organization dedicated to strengthening our food system by supporting, promoting, and expanding access to locally grown and made products for all members of our community. We do this by operating seasonal farmers markets (including the Boulder and Longmont Farmers Markets) and a year-round online marketplace and food hub that connect and strengthen relationships between local farmers, producers, and enthusiastic eaters. Boulder County Farmers Markets staff, producers, partners, volunteers, and community stakeholders are passionate about building a community through local food and supporting Front Range and Colorado producers and our neighbors. You will be an important part of a dynamic team and this important work!

Position Description

Based in Longmont, Colorado, the team operates a small, regional food aggregation, packing, and distribution center. The physical Hub and our online marketplace provides a platform for farmers and producers to showcase their products and connect with local eaters. We provide ~300 weekly income-qualified produce bags for individuals, families, and early childhood education centers; run three curbside distributions and build custom orders for individuals shopping our online marketplace; and operate a bulk ordering program for local institutions and partner organizations.

The Food Hub Operations Manager will provide strategic leadership, as well as day-to-day oversight of all aspects of the food hub and online market's core operations. You will work closely with our incredible team across all departments, including the Food Access team, On-street Market operations, Finance and Accounting team, Marketing team and Executive Director. You will oversee staff—including an Assistant Online Market Manager and Online Market Leadership Team—to ensure order fulfillment and quality, implement effective logistical processes to improve food hub operations, provide excellent customer service, and build relationships with diverse stakeholders, including local food producers, institutional partners, and customers across our community. The ideal candidate will have a strong background in operations management, high attention to detail, a knack for managing multiple moving parts, a passion for local food, and excellent leadership skills.

Primary Responsibilities

Team Management & Coordination

- Provide strong leadership for the online market & food hub operations team, fostering a positive and collaborative work environment.
- Hire, train, schedule and supervise staff, setting clear performance objectives, and oversee payroll and administrative tasks related to staffing
- Communicate objectives, issues, and goals to staff throughout operations
- Work closely with Procurement & Online Market Manager to maintain accurate inventory, receive product, communicate with local food producers and engage in departmental planning

Operations

- Implement effective inventory management, warehouse systems, and staff procedures that minimize waste, promote best practices in produce handling, and optimize product availability
- Participate in online store maintenance, including updating products and pricing, adding product descriptions, and highlighting featured items
- Approve vendor invoices and maintain open communication with finance team related to online market and food hub activities
- Support staff to receive vendor deliveries, maintain warehouse organization, and ensure appropriate stock levels are maintained
- Cultivate and maintain strong relationships with local farmers, producers, and suppliers.
- Oversee vehicle fleet maintenance, warehouse supply orders, and relationship with warehouse property manager

Strategy & Growth

- Participate in building a vision for a growing and thriving local food hub
- Utilize data analysis tools to monitor key performance indicators and identify areas for improvement.
- Elevate staff and your own ideas for future programs and expansion of services
- Build partnerships with new local food producers, institutions, and customers
- Work with your team to research, establish, and target annual sales goals & projections and budget.

Requirements/Qualifications

- Experience leading warehouse operations, with farming, produce storage, and/or food hub experience preferred
- Minimum 3 years supervisory experience required, with strong track record of building successful teams
- Attention to detail and excellence
- Ability to work under pressure, manage competing priorities, and solve problems in a collaborative way
- Ability to implement and oversee systems to maintain regulatory requirements for safe food handling.
- Effective verbal and written communication skills
- Robust customer service experience with attention to relationship building in-person and via email
- Passion for the local food system and Boulder County community
- Ability to lift 50 lbs without assistance, work outside in all weather conditions for several hours, and safely operate a cargo van and box truck
- Valid driver's license with a clean driving record
- Monday-Friday, with occasional weekend flexibility.

To Apply

Send a resume and cover letter to Mackenzie Sehlke, at director@bcfm.org. Applications are accepted on a rolling basis for this immediate opening. We can't wait to hear from you!

Boulder County Farmers Markets seeks to expand and strengthen the local food economy for everyone. We celebrate differences and are committed to creating an inclusive work environment. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status in any hiring decisions.