

Food Hub Manager, Dig Deep Farms

Job Description

Organizational Description

The mission of the Alameda County Deputy Sheriffs' Activities League (DSAL) is to unite the Sheriff's Office personnel, citizens and youth of Alameda County in the pursuit and implementation of initiatives that will reduce crime, better the lives of area residents and enhance the community through action and collaboration with its partners. Dig Deep Farms is a DSAL social enterprise with a dual mission of providing access to healthy food and creating job experience, as well as employment opportunities to populations that have historically been denied access to both.

Alameda County is adjacent to one of the most productive agricultural regions in the world. More than half of the fruits and vegetables grown in the United States come from the Central Valley, which is less than an hour's drive away. However, many Alameda County residents experience daily food insecurity, and suffer from or are at-risk of diet-related diseases such as obesity and diabetes. As of 2014, 232,040 county residents, or 15% of the population, described themselves as food insecure. Of these, 66,520 were children -- 19% of all county children. Food insecurity and related economic and health challenges in the county is particularly concentrated in East and West Oakland, parts of Hayward, and unincorporated Ashland/Cherryland. Unemployment, crime, chronic health issues, incarceration and parole rates are higher in these communities as well, thus perpetuating the cycle of poverty, poor health, and lack of economic opportunity.

The intent is for the DDF Food Hub to accomplish the following: 1) aggregate, process, and distribute fresh produce and value-added products through Food as Rx and other local restaurant and institutional sales; 2) provide paid internships with food-related career development, life skills training, and case management for adults re-entering their communities after incarceration; 3) divert edible fruits and vegetables from the waste stream through food recovery efforts from farmers' markets and school districts; 4) increase the availability of affordable, nutritious food in low-income communities throughout Alameda County; and 5) incubate small and emerging food businesses. The project will leverage existing connections and build new relationships among producers, emergency food distributors, wholesalers, retailers, and consumers, creating a sustainable food value chain that will improve community food security and health.

When fully operational, the Food Hub will benefit community health, and particularly the health of low-income residents by:

- Cleaning, processing, packaging, and distributing recovered produce and food items to the Alameda County Community Food Bank, other nutrition programs for low income children, adults, and seniors, or other places where fresh, nutritious food is needed.
- Aggregating and distributing produce from local and regional growers to institutional purchasers throughout Alameda County, such as hospitals, schools, and other institutions.
- Scaling up “Food As Medicine” pilot projects such as those implemented in partnership with ALL IN Alameda County at UCSF-Benioff Children’s Hospital Oakland in 2017 and with the Hayward Wellness Center at the Southland Mall in 2017-19. These projects, which provide at-risk youth and families with “prescriptions” for fresh produce at a farm stand or through delivery, have shown promise in making produce accessible to low income consumers, as well as raising awareness of how and why to cook and consume a variety of fruits and vegetables that may not have been available to them without the program.
- Building a pipeline of living-wage food systems jobs in small business opportunities based around the Food Hub. The pipeline will include entrepreneurship development, business incubation, and career pathway education and support for food hub employees to move up the ladder in restaurant work, transportation, distribution, and logistics, food processing, and/or supervision and management. Sustainable employment is strongly linked to improved physical and mental health outcomes.

Job Summary

This individual will be an employee of the DSAL, and this hands-on position will report to and work with the Executive Director of the DSAL. This individual supervises 2-3 Food Hub staff members. It is anticipated that this position would begin in July 2019.

The Dig Deep Farms (DDF) Food Hub Manager is responsible for preparing and implementing the business and operations plan, as well as managing the daily operations of the 3,500 sq foot Dig Deep Farms Food Hub and Commercial Kitchen that operationalizes the above stated goals. The Food Hub Manager position will provide strategic leadership, as well as day-to-day oversight of all aspects of the Food Hub’s core operations, including the aggregation and distribution of local produce and value-added products to institutional buyers and the management of an incubator commercial kitchen.

Key Responsibilities

- Work with the DSAL Executive Director to complete the planning and construction phase of the Food Hub.
- Revise feasibility study and business plan for Food Hub as necessary.
- Develop operations manual for Food Hub.
- Expand the restaurant sales program as farm production ramps up.
- Work with partners to scale up the Food as Medicine and Food Recovery Programs.

- Coordinate with relevant partners to develop DSAL's catering and food vendor incubator capacity.
- Update the website to incorporate current information about DDF and market DDF produce and services to a variety of buyers and stakeholders online.
- Implement a robust logistics system for DDF Food Hub aggregation and distribution operations.
- Implement a system for kitchen rentals.
- Supervises Food Hub staff. Promotes a culture of integration and coordination among staff. Ensures that the responsibilities and accountability of staff members are defined and understood and coaches staff in areas requiring improvement.
- Supervise reentry interns.
- Leverages entrepreneurial/business background to foster relationships with leaders across sectors and identify new opportunities for collaboration and growth.
- Guides and directs management of all aspects of the Food Hub's daily operations ensuring efficient and effective use of Food Hub resources and optimal service to project partners. Develops and implements procedures to promote appropriate communication and information sharing.
- Manages relationships with Food Hub partnering organizations.
- Coordinates Food Hub operations with staff to ensure overall operations are as efficient as possible.
- Establishes and implements operating policies consistent with best practices. Works with the DSAL Executive Director and Operations Director to establish and uphold policies consistent with the DSAL mission and values.
- In partnership with staff, measures and evaluates the results of Food Hub operations and regularly reports these results to the project leadership team. Recommends changes as necessary to improve operations.
- Ensures that all operations are carried out in compliance with local, state, and federal regulations and laws governing business operations. In collaboration with the DSAL Food Hub staff, maintains and documents food safety procedures.
- Manages consultants/vendors, as needed.
- Monitors relevant news and developments in the sector.
- Occasional evening or weekend hours for meetings.
- Some local and regional travel required for meetings.
- Other duties as assigned by the DSAL Executive Director.

General Competencies:

- **Efficiency:** able to produce significant output with minimal wasted effort.
- **Organization:** Plans, organizes and budgets in an efficient, productive manner, focuses on key priorities. Does not let important details fall through the cracks or derail a project.
- **Proactivity:** Acts without being told what to do, brings new ideas to the organization. Moves quickly and takes the initiative on matters of importance.
- **Tenacity:** Asks questions until the way forward is clear. Demonstrates a willingness to go the distance to get something done. Follow-through on commitments.

- **Intellectual curiosity:** Learns quickly, and demonstrates a desire to absorb new information and put it into practice.
- **Flexibility:** Adapts quickly to changing priorities and conditions. Copes well with complexity and ambiguity.
- **Innovation:** Creates new approaches to intractable problems. Isn't tied to old ways of doing business or solving problems.

Qualifications for this position include:

- Experience with logistics of produce aggregation & distribution, commercial kitchen rentals, staff management. Knowledge of the aggregation and kitchen rental field.
- Experience with restaurant food sales, and produce wholesalers.
- Knowledge of food justice issues and the barriers to healthy food for low-income families.
- Ability to research and distill information about markets, competition and established models.
- Existing connections and ability to establish partnerships with local farms and food hubs.
- Ability to analyze program viability/sustainability, work with partners to find new and established solutions for delivering fresh produce to low-income residents in Alameda County.
- Experience managing food vendors, knowledge of the food vendor permitting process.
- Ability to write and organize information clearly, ability to navigate technology and research best apps and website practices.
- Experience supervising re-entering and inexperienced staff
- Bachelor's Degree with 6 to 8 years of strong management and supervisory experience.
- Experience starting up and managing a business or social enterprise related to agriculture and food systems.
- Some background working in food production, processing, aggregation, and distribution.
- Outstanding leadership ability and communication skills.
- Strong attention to detail and followthrough.
- Proven track record supervising staff and building successful consumer and partner relationships.
- Self-directed individual with the ability to work independently, with minimal supervision, as well as collaborate with others in a team setting.
- Strong computer skills with the ability to read, analyze, and interpret documents including financial reports and legal documents.
- Ability to work under pressure, manage competing priorities, and solve problems.
- Proactive, entrepreneurial attitude and eagerness to identify new opportunities for Food Hub growth.
- Experience with applying for and managing grants.
- Willingness to work with project partners, including independent evaluators.

- Commitment to strengthening local food systems and increasing access to nutritious food for all.

Location

The DSAL food hub is located at 2600 Fairmont Dr, Castro Valley, CA 94546.

Type of Employment

The position is an exempt, full-time position, fully funded by a grant from the Department of Justice for eighteen months. After the project period, the DSAL will fund the position from operating revenues.