



OPERATIONS ASSOCIATE

25 - 40 Hours Per Week, To Be Scheduled with Supervisor

\$19-21/hour commensurate with experience

Health Insurance, Dental & Vision Insurance, Flexible Spending Account, Gym Access, Retirement Plan, and Shift Meals

ORGANIZATION OVERVIEW

East End Food Institute is a 501(c)(3) non-profit organization that builds partnerships among farmers, food producers, and food consumers on the East End of Long Island. Our members work together to create a more economically-viable, environmentally-sustainable, more efficient, and equitable local food system.

POSITION OVERVIEW

The Operations Associate is a motivated individual who helps fulfill East End Food Institute's mission to support, promote, and advocate for the farmers, vintners, fishermen, and other food producers and providers on the East End of Long Island. This is an hourly position reporting to the Operations Coordinator, with interaction among all members of the team and community.

The Operations Associate works primarily with the Operations Coordinator and the rest of the food production team to fulfill wholesale client orders, complete weekly inventory, and to complete tasks associated with the smooth daily operations of the kitchen and related organizational activities.

Some evening and weekend work may be required, however most shifts will be scheduled Monday - Friday between 8:30am to 5:00pm.

FOOD PRODUCTION & PACKAGING

- Serve as a member of the Food Production team by helping to implement the production of wholesale and co-packing client food products and ensure the highest food safety and quality standards are maintained throughout processing.
- Coordinate with the Operations Coordinator and Associate Director to pack out orders for pick-up and delivery, coordinate with other staff to complete deliveries as needed.
- Support weekly inventory of Virtual Farmer's Market & wholesale products, along with receiving & pulling of items for orders.
- Ensure products meet all food safety standards, including packaging and labeling. Support the preparation of ingredient labels and best by/batch codes with the printer gun. Assist the Operations Coordinator and food production team with quality control.
- Maintain a sanitary environment in the kitchen facility as part of the food production team.
- Support the pH testing data storage process.
- Complete other daily, weekly, and periodic cleaning projects as needed.
- Be alert to food safety issues and commit to reporting and addressing issues as needed.

OPERATIONS SUPPORT

- Work with the Operations Coordinator to conduct regular inventory of packaging & shipping supplies, cleaning chemicals, ingredients, and other kitchen supplies.
- Make deliveries of products to wholesale & retail clients as needed.
- Pick up produce from local farms as needed.
- Other related assignments as necessary

MEMBER OUTREACH & STEWARDSHIP

- Support in-person and virtual farmers' markets and outreach events as assigned.
- Deliver samples and conduct follow-up to possible wholesale clients.

REQUIRED QUALIFICATIONS

- Ability to work within a team to maintain the highest quality and food safety standards.
- Must be highly organized with superb attention to detail
- Excellent communication skills.
- Valid Suffolk County Food Managers Certificate or Serv-Safe Food Manager Certificate, or willingness to obtain.
- Commitment to the mission of East End Food Institute, and supporting local farmers & food producers.

PREFERRED QUALIFICATIONS

- Knowledge of New York State Department of Agriculture & Markets and federal food standards.
- Physical ability to lift up to 40 lbs and stand for full days during production in the kitchen.
- Experience with food preparation or manufacturing.
- Familiarity with the local farming and food community on the East End of Long Island, NY.
- Clean driver's license and the willingness and ability to drive the EEFI van for deliveries & pick-ups.