



## **Position Title:** Kitsap Fresh General Manager

**Type of Position:** Full Time, Non-exempt

**Hours/Week:** 40, Full Time

**Reports To:** Kitsap Fresh Board of Directors

**Location:** WFH and On-site at 5686 Minder Rd., Suite #201, Poulsbo, WA 98370

### **About Kitsap Fresh**

Kitsap Fresh is a producer-owned cooperative providing an online marketplace of local source identified products. Our cooperative exists to support and develop Kitsap farmers, including non-traditional farmers. We provide marketing and distribution for approximately 60 member producers including 40 farms throughout Kitsap County. 2023 sales are approximately \$650,000. Kitsap Fresh continues to be in an exciting growth phase with aspirations to develop a new wholesale market while continuing to build on our retail success.

### **Position Summary:**

Kitsap Fresh is seeking a General Manager to work collaboratively with the Board of Directors and fulfill the co-op's mission and vision.

The General Manager is responsible for planning, directing and coordinating Kitsap Fresh operations. This includes managing the daily business operations, budgeting and planning, and working with the Board to develop policies and procedures. The General Manager is hired by and reports directly to the cooperative's Board of Directors, which is elected by its member/owners.

This is a unique, challenging and rewarding position. If you are a skilled business professional with a passion for local food and farming, this position may be the perfect fit for you.

### **Principal Duties:**

- **Business and Financial Management**
  - o Develop and evolve strategic plans in cooperation with the Board to ensure a profitable, growing business aligned with the co-op's mission and values
  - o Prepare operating budget for approval by the Board
  - o Manage expenses to achieve a balanced budget
  - o Work with our accountant to manage monthly financials, bill payment, payroll, etc.
  - o Investigate new business opportunities and make recommendations to the Board of Directors on expansion and partnerships; conduct negotiations as needed
  - o Support and attend Board meetings, retreats, and events

- o Prepare monthly, quarterly and annual financial reports with support from the Board Treasurer
- o Support grant applications and management with our Grant Administrator
- o Support the Board in upholding its governance responsibilities.
- o Participate in industry events as appropriate
- **Operations**
  - o Manage daily operations in conjunction with the Warehouse Manager
  - o Ensure compliance with co-op's policies and procedures, ensuring efficient and effective use of resources and optimal service to members and buyers
  - o Manage and ensure proper functioning and use of our online marketplace, Local Food Marketplace, aka LFM.
  - o Maintain Food Safety and Risk Management Plans
  - o Ensure the establishment and maintenance of a product mix that meets customer needs, augmenting producer offerings with value added offerings
  - o Manage relationships with contractors and partners (e.g. aggregation sites, delivery contractors)
  - o Ensure that reliable systems and supplies are in place to facilitate efficient product aggregation, delivery and producer payment
  - o Ensure compliance with all applicable laws regarding licenses, certifications, permits, health regulations, employment, food safety, etc.
  - o Maintain knowledge of industry trends, participate in regional food hub coalition
- **Human Resources**
  - o Hire, supervise and evaluate Kitsap Fresh staff and oversee compliance with the cooperative's personnel policies
  - o Promote a culture of integration and coordination among staff; ensure that the responsibilities and accountability of staff members are defined and understood
  - o Work with staff to build and maintain relationships with the co-op's producers; including onboarding and ongoing training and support
  - o Work with staff to build positive relationships with customers
  - o Coach staff in areas requiring improvement
  - o Develop and evolve a staff organizational structure that promotes fair distribution of work while maintaining maximum service to customers
  - o Ensure a safe, healthy workplace for employees
  - o Willing to help out with staff duties where needed, e.g. aggregating product in the warehouse or driving a delivery van
- **Marketing and Outreach**
  - o Work with marketing staff to ensure implementation of an advertising and marketing strategy increasing public awareness of Kitsap Fresh producers and products
  - o Work with marketing staff to ensure that information about the business is communicated to the members and customers through newsletters, social media and an annual report and meeting
  - o Coordinate details (e.g. staffing, materials) for the Kitsap Fresh booth at community events

- o Collaborate with Board and marketing staff around any fundraisers and/or sponsorships

### **Required Skills/Expertise**

- Relevant experience in the food/agricultural industry
- Passion for food, farming and regional food systems
- Self-motivated; able to manage multiple priorities, problem solve, and achieve results with little supervision
- Experience managing people and building and cultivating talented teams; gets the best out of people
- Strong interpersonal and communication skills; highly reflective and emotionally intelligent; relationship builder
- Holds self and others accountable; leads by example
- Experience with systems development/improvement and monitoring
- Experience with business & financial management and financial reporting
- Experience working with a board of directors
- Strong organizational, problem-solving and analytical skills
- Excellent written and verbal communication skills
- Ability to work well independently and as a member of a team
- Alignment with cooperative values and structure
- Good judgment; able to make timely and sound decisions.
- Proficient with basic software and technology (MS Office Suite, Dropbox, Google Drive, QuickBooks, smart phones); able to pick up on new systems and software
- Good driving record; reliable transportation and valid driver's license
- Ability to perform varied and repetitive physical tasks and lift up to 50 pounds

### **Desired Skills/Expertise**

- Experience with food hubs, processing, food distribution, warehouse management, scheduling and distribution
- Agricultural training and experience in multiple aspects of farming, including animal husbandry
- Experience with or knowledge of food safety (FSMA/GHP/GAP) and certified organic practices

### **Compensation**

This is a full-time, non-exempt position with a salary range of \$46-\$60K. This position is based at the Kitsap Fresh warehouse in Poulsbo, WA. Some evening or weekend hours and local/regional travel will be required for meetings. Travel expenses are reimbursed. Paid vacation. Sick leave per state law.

### **To Apply**

Email your cover letter, resume and list of references to the search committee at [bod@kitsapfresh.org](mailto:bod@kitsapfresh.org). Please reference "General Manager" in the subject line. Applications will be accepted until the position is filled.

**KITSAP FRESH IS AN EQUAL OPPORTUNITY EMPLOYER**