



Common Harvest Colorado - making local common

www.commonharvestcolorado.com

info@commonharvestcolorado.com

Denver, CO

Operations Manager

Contractor Pay: \$24 / hour

Job Title: Operations Manager

Shifts: Varies; roughly 20-25 hours per week

Reports to CHC Owners:

1. Alvin Goodman, COO
2. Kathryn Ardoin, CEO

Common Harvest Colorado (CHC) is a queer, woman, and trans owned food hub on a mission to make local food common. We work to create lasting market access for small and independent farmers, ranchers, and producers ensuring fresh local food is widely available for all Coloradans. We source from over 75 Colorado producers to aggregate, market, and distribute local food to more than 150 unique wholesale customers.

CHC is looking to contract an Operations Manager to oversee and execute our warehouse operations and support the delivery team to successfully process and distribute all customer orders.

Responsibilities include:

General

- Be in constant communication with CHC owners regarding all warehouse operations and logistics
- Adhere to all food safety requirements when handling food and while in the warehouse
 - Training provided

- Move pallets between food storage areas and delivery vehicles using forklifts and manual and electric pallet jacks
 - *Ability to operate a forklift is required*
- Maintain clean and organized storage space

Manage incoming and outgoing orders

- Receive incoming deliveries from vendors
 - Verify quality of food, and correct order is fully received
 - Communicate any changes to CHC owners
- Outgoing deliveries to customers
 - Based on customer invoice, pick and pack accurate orders; product source, variety, pack size, and quantity must match invoice
 - With delivery driver, load deliveries into vehicles, pass invoices to drivers, communicate any special instructions to drivers

Inventory management

- Full inventory count, weekly
- Food box inventory count, after each food box menu
- Maintain First-in First-out (FIFO) protocols when packing orders for delivery

Food Box packing

- Manage the food box packing process for various ‘food box programs’
 - Primarily, this occurs once a week but packing schedule may change
- Oversee a team of 3-5 box packers to set up, pack food boxes, count inventory, break down, and clean up

Skills, qualities, requirements

- Excellent communication skills
- Detail oriented
- Ability to problem solve and multi-task
- Capable to lifting 50lbs repeatedly
- Ability to operate a forklift
- Conversational English required, fluency a plus
- Conversational or fluency in Spanish a plus

To Apply:

Send an email to info@commonharvestcolorado.com with a resume (preferred) or a description of your relevant experience.