

Food Bank of Delaware  
1040 Mattlind Way  
Milford, DE 19963

Position: Farm Produce Access Coordinator  
Reports to: Milford Branch Director  
Salary Range: (Based on experience)  
Classification: Full-time/Exempt  
Date: August 2016

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#### POSITION SUMMARY:

The position of Farm Produce Access Coordinator exists to facilitate relationships with Delaware farmers, with the hope that these relationships will increase access to locally grown fruits and vegetables for underserved and vulnerable communities throughout the state. This position is responsible for:

- Development of enhanced relationships within the agricultural community, particularly with local farmers, with the goal being to create mutually beneficial relationships (e.g., in kind tax benefits for donated product and labor, sharing of the costs of production, reduction of spoilage and unused land, etc.)
- Develop deeper relationships with the Delaware Department of Agriculture (DDA), the Delaware Farm Bureau and other farm related advocacy groups to raise awareness of opportunities that exist in the agriculture program at the Food Bank of Delaware
- Working with existing FBD infrastructure (including the Operations, Fleet, Programs, and the Volunteer Departments) to enhance organizational capacity and processes to accept and redistribute produce effectively and efficiently
- Increase the visibility of the organization's already existing "Plant a Row" program to increase participation
- Working with the Food Bank of Delaware's Nutrition Educators, Culinary School Chefs, and others within the agricultural community to develop a curriculum geared toward underserved and vulnerable communities and specific to the benefits of incorporating locally grown produce into their diet
- Reporting all progress and project outcomes as necessary

#### JOB DUTIES:

- Development of outreach and marketing materials to promote the benefits of partnering with the Food Bank of Delaware
- Increase the amount of Delaware sourced produce that is being obtained by the Food Bank of Delaware
- Increase the number of Delaware growers working with the Food Bank of Delaware
- Fulfill obligations of Specialty Crop Program grant requirements
- Develop Produce Enterprise Center at the Food Bank of Delaware and fully engage in all related aspects of its operation
- Conduct educational and outreach presentations throughout the state, highlighting the Food Bank of Delaware's agriculture programs and opportunities

- Conduct workshops, highlighting the benefits of eating fresh produce, throughout the state through the following FBD established community programming and access points: Mobile Pantry, SNAP Outreach, School Pantry, SNAP-Ed, Summer Nutrition, After School Nutrition, Senior Nutrition, community events and community gardens
- Execute construction and maintenance of new Community Gardens throughout the State.
- Develop the internal process and system to more efficiently distribute produce received at both Food Bank of Delaware facilities
- Facilitate the internal process overseeing the produce flow while working with Programs, Volunteer, Culinary School and Operations departments acting as the produce point person for the organization
- Identify issues and develop resolutions to the produce product flow, while also identifying limitations within the existing infrastructure and the capital improvements required to increase our capacity for growth over the next 3-5 years
- Facilitate production donation pick-ups and farm visits throughout the State in a coordinated fashion.

PRINCIPAL QUALIFICATIONS:

- High School Diploma or equivalent; degree preferred but not required
- 1 year of previous experience in Community Organizing
- A valid driver's license and reliable transportation
- Must have very strong self-initiative
- Must be able to work cooperatively in a team environment
- Strong interpersonal required with experience dealing with individuals from many different backgrounds, cultures, and races
- Computer literacy and familiarity with Microsoft Office
- Clean drug screening
- Satisfactory background screening
- General understanding of social service system and anti-hunger programs a plus

PHYSICAL REQUIREMENTS:

- Must be able to transport, lift, and carry operating equipment of 20 lbs. or more.
- Willingness to work flexible hours, including nights and weekends. Unusual work hours and unusual environmental conditions are necessary.

A major challenge of the position, as with all positions, is working in cooperation with the board of directors and staff in achieving the mission of the Food Bank. This requires frequent communication with staff and occasionally performing tasks that are not specified in this job description.

I have read this job description and understand the requirements of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Milford Branch Director

\_\_\_\_\_  
Date

The Food Bank of Delaware is an equal opportunity employer and prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

Food Bank of Delaware  
14 Garfield Way  
Newark, DE 19713-3450

Position: Farm Manager  
Reports to: Workforce Training Director  
SALARY RANGE: (Based on experience)  
CLASSIFICATION: Full-time/Exempt  
DATE: November 2016

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#### POSITION SUMMARY:

The position of Farm Manager exists to supervise all steps of crop production at the Food Bank of Delaware's Newark Farm. The Farm Manager is also responsible for all components of the agricultural workforce development activities of Delaware Food Works, this includes but is not limited to development of curriculum, classroom and field instruction, recruitment of students, internships, job placement and tracking, scheduling guest lecturers and field trips. This position is responsible for:

- Determine agricultural methods to utilize the land to its best advantage
- Selecting and purchasing supplies and equipment
- Directing maintenance and upkeep of buildings and equipment
- Determining and filling labor needs through On-the-job (OTJ) training participants and volunteers
- Planning, design, and implementation of a social enterprise to aggregate locally-grown produce and generate revenues through the sale of retail and wholesale volumes, direct-to-consumer CSA shares, and value-added products
- Development of enhanced partnerships within the agricultural community while creating mutually beneficial relationships.
- Working with existing FBD infrastructure (including the Operations, Fleet, Programs, and the Volunteer Departments) to enhance organizational capacity and processes to accept and redistribute produce effectively and efficiently
- Development of outreach and marketing plan to promote the FBD's Agricultural Initiatives
- Develop the internal process and system to efficiently distribute produce received at both facilities
- Facilitate the internal process overseeing the produce flow while working with Programs, Volunteer, Culinary School and Operations departments acting as the produce point person for the organization

- Identify issues and develop resolutions to the product flow while also identifying limitations within the existing infrastructure and the capital improvements required to increase our capacity for growth over the next 3-5 years
- Planning, design, and implementation of an agriculture-based program to reduce recidivism by providing on-the-job training relevant to green industry occupations for individuals re-entering the workforce from the correctional system
- Researching and assessing current industry needs by interviewing and developing relationships with potential employers including but not limited to farms, nurseries, garden centers, and landscaping and tree service companies
- Developing the outdoor "classroom" for OTJ training activities in the form of a diversified small farm capable of growing a variety of fresh fruits and vegetables for distribution through FBD's programs, operations, and social enterprises
- Responsible for creating the framework of an OTJ training curriculum based on current industry needs, including researching the feasibility of providing formal industry certifications through direct instruction, educational partnerships, or certifying as a trade school
- Integrating the OTJ training curriculum with the existing life skills framework used by TCS including but not limited to formalized career assessments, one on one counseling, referrals to other agencies, resume writing, scheduling guest speakers, internship and job placement, transportation and all aspects of OTJ trainee tracking
- Development and implementation of a recruitment and screening plan to identify potential recipients for the OTJ training program
- Responsible for establishing and maintaining strong working partnerships with other relevant organizations to solicit OTJ trainee referrals, funding sources, and guest speakers
- Responsible for identifying the behaviors that may create a barrier to employment, and develop a plan for alleviating those barriers utilizing all internal and external resources
- Maintaining relationships with industry partners as potential employers to prepare participants for job placement upon completion of OTJ training
- Responsible for researching, developing, and obtaining sources of funding for the OTJ Training program, including but not limited to grant writing, fundraising and scholarships
- Responsible for working as part of a team as well as being able to work independently in all aspects of the position, including but not limited to developing new program strategies, making the appropriate changes within the structure, continually improving the process of the program to ensure the successful completion of program goals and objectives.
- Collaborate with Workforce Training Director to ensure timely and accurate completion of all tasks, as well as discuss any current or new ideas, thoughts, or suggestions that will improve or enhance any aspect of the OTJ training program

- Responsible for convening an advisory board to guide and inform the OTJ training program and contribute resources and energy to its continued success
- Responsible for scheduling and recording all information regarding the advisory board meetings for the OTJ training program, as well as working with Workforce Training Director to recruit new members

PRINCIPAL QUALIFICATIONS:

- 4-year degree or equivalent work experience in a field related to career decision making and job placement
- Demonstrated ability in written and verbal communication and listening skills
- At least two years' work experience in a similar position
- Computer literacy and typing skills required; knowledge and understanding of office programs such as Word, Excel, PowerPoint, Outlook, etc.
- Organizational skills and the ability to prioritize multiple projects
- Ability to maintain a flexible schedule
- Must have very strong self-initiative
- Must be able to work cooperatively in a team environment
- Strong interpersonal skills with experience dealing with individuals from many different backgrounds, cultures, and races
- General understanding of social service system and anti-hunger programs a plus
- Comfortable speaking to groups of people
- A valid driver's license for the previous three years with zero points
- Clean drug screening
- Satisfactory background screening

PHYSICAL REQUIREMENTS:

- Must be able to transport, lift, and carry operating equipment of 20 lbs or more.
- Willingness to work flexible hours, including nights and weekends. Unusual work hours and unusual environmental conditions are necessary.

PHYSICAL REQUIREMENTS:

- To sit or stand as needed
- To type on a computer keyboard
- May require walking primarily on a level surface for periods throughout the day
- Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day
- May include lifting up to 25 pounds on occasion
- Ability to safely operate passenger or cargo van
- Will require regular exposure to commercial kitchen environment
- Will occasionally require exposure to warehouse environment

A major challenge of the position, as with all positions, is working in cooperation with the board of directors and staff in achieving the mission of the Food Bank. This requires frequent communication with staff and occasionally performing tasks that are not specified in this job description.

I have read this job description and understand the requirements of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Workforce Training Director

\_\_\_\_\_  
Date

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