



Gleaning Coordinator Job Posting

Full-time, seasonal position

Expected Schedule

- May (flexible) – December
- Average schedule of 40-55 hours/ week (Wednesday – Saturday 7:00am – 6:00pm), shoulder months may be reduced to an average of 32-40 hours/ week

Benefits & Pay

Paid sick time, paid time off, paid wellness days, cell phone stipend, gear reimbursement, retirement benefits, & seasonal produce. The pay range for this position is \$21 - \$23/ hour and overtime (1.5x hourly rate) is paid for time worked over 40 hours/ week.

About

Boston Area Gleaners is a regional food systems organization working at the intersection of farming, food waste, and food access. We focus on meeting the immediate needs of families who lack access to affordable, healthy food while also addressing the systemic causes of food insecurity. We also own and operate Stonefield Farm in Acton, Massachusetts.

The Gleaning Coordinator is responsible for overseeing the harvesting of produce harvested on partner farms for distribution to food access partners. This job description is intended to convey information essential to understanding the scope and nature of the work.

Boston Area Gleaners is an equal opportunity employer with a commitment to a diverse workplace. We recruit, train, and promote candidates based on their qualifications regardless of race, color, religious creed, gender, gender identity or expression, sexual orientation, national origin, ancestry, age, disability, veteran or military status, genetics, or other status protected by state or federal law.

Primary Responsibilities

Coordination

- In collaboration with the *Gleaning Manager*, develop a weekly gleaning schedule that fits with the operations schedule
 - Work collaboratively with the *Glean Team & Operations Team* on the broader factors impacting the prioritization of when and how gleans are scheduled; effectively communicate changes as they arise
- Post volunteer opportunities and communicate with volunteer base
- Accommodate day-of adjustments to the schedule and support the give and take nature necessary for the successful functioning of the team as a whole

Harvesting

- Facilitate gleaning trips by preparing supplies, communicating clearly with farmers, setting up for the trip, truck organization, and record keeping
- Accommodate reactive nature of gleaning by quickly assessing crop quantity and quality upon arrival to a farm
- Communicate field conditions, crop quality, and expected yield to *Food Access Manager*
- Manage time and resources effectively to prepare for trips, adhere to schedule, and accomplish necessary tasks within allotted time to meet harvest goals
- Harvest and pack produce on local farms with the assistance of volunteers
- Ensure handling, packing, and quality standards comply with BAG's food safety plan
- Accurately collect and report gleaning data, complete paperwork, and verify food safety for all incoming product
- Ensure a culture of safety while harvesting; most significantly while practicing ladder-work during apple season
- Develop strong relationships with local farmers informed by a high degree of understanding of different growing practices and factors that influence farm level decision making

Product Quality Standards

- Ensure safe and proper product handling and packing in accordance with BAG's food safety plan; Ensure quality standards are verified for all products
- Inform field staff on BAG's product quality standards and changes that occur over the course of the season
- Clearly communicate product quality standards to volunteers

Volunteer Management

- Instruct volunteers on proper handling, packing, safety, and quality standards during harvests
- Motivate groups of volunteers to achieve harvest goals while maintaining a positive volunteer experience
- Manage and direct volunteers with varying levels of experience to ensure the protection of private property, the personal safety of volunteers, and that efficient labor is applied to the job at hand

Operational Support

- Assist with inventory management including product flow, storage, rotation, and movement across multiple storage locations
- Assist with repacking, order picking, and distribution as needed
- Work closely with the Ops team to address bottlenecks and pinch points within operational activities
- Advance operations by continuously improving systems, process flows, and food safety standards
- Contribute to a culture of learning across the organization

Vehicle & Equipment Operation

- Comply with BAG-driver training, policies, and standards by always driving lawfully and carefully

- Always observe legal load capacity of the vehicle, adjust vehicle speed, and modify routes as needed; Acknowledge and mitigate risk whenever possible to contribute to BAG's culture of safety.
- Operate manual pump jacks, electric power jacks, and forklifts as needed to rotate inventory and unload/load trucks
- Communicate issues with equipment and vehicles to Operations Management promptly
 - Monitor all equipment and vehicles for maintenance issues

Additional Responsibilities

- Safely operate vehicles
- Safely operate equipment
- Assist with training and mentoring seasonal Apprentices; Oversee and direct Apprentices as needed
- Lead repacks at Stonefield Farm as needed
- Assist our Operations and Farm Teams with a variety of needs

Skills

- Basic Smart Phone competency
- First Aid knowledge (training is provided)
- Basic mechanical competency (training is provided)
- Ability to operate pump jacks (training is providing)

Preferred Qualifications & Experience

- 2+ years of farming experience (strongly preferred)
- Experience working in a fast-paced environment
- Experience working on a harvest crew with a high level of efficiency
- Extensive knowledge of local fruit and vegetable varieties, produce quality, and proper storage conditions
- Experience leading others and motivating them towards a common goal
- Physical ability to lift 50 pounds repetitively and be on your feet for most of the day
- Able to work in a variety of weather conditions from hot, humid summer days to cold, wet fall days
- Ability to follow instructions and to clearly express ideas in a concise and professional manner
- A fun, energetic, team-oriented attitude
- Driver's license for 4+ years and a clean record approved by our auto-insurer