



**Farm to Pantry**  
Cultivating Community through Healthy Food

## Farm to Pantry Job Announcement

### Temporary Glean Leader (2) - Job Announcement - 05/07/2024

#### Who We Are

Farm to Pantry (F2P) was founded in 2008 to provide access to fresh, Sonoma County-grown produce to marginalized families and the underserved in our community. We do this by cultivating a community of growers and volunteers. This work of rescuing excess produce and connecting it with those facing food insecurity impacts climate change at the same time by mitigating food waste.

Farm to Pantry harvests produce on ~300 farms and backyards in Sonoma County with ~500 volunteer gleaners and shares the fruits and vegetables with over 100 community partners. We have grown to orchestrate over 1,000 gleans a year, sharing over 1 million servings of healthy produce each year with our neighbors who need it most.

#### Our Mission

To bring together our communities to end food injustice and reverse global warming by rescuing and sharing locally-grown food with those who have been systematically marginalized.

#### Our Vision

For a just food system in which everyone has access to healthy food that honors and nourishes our community and heals the planet through eliminating food waste.

**We are growing to meet the needs of our community!** We are looking for team members who are ready for a career with a mission-driven organization, want to be valued, have diverse experiences and skills and want to have fun! **If this sounds like you, we would love to have you join our team!**

#### Position Overview

As a Temporary Glean Leader from May-October 2024, you will play a crucial role in leading our small, strong and rapidly growing non-profit organization. Reporting directly to the Executive Director, a member of the leadership team, you will have overall responsibility for ensuring the successful execution of our mission. You will collaborate and work in partnership with staff on coordinating daily gleans (harvesting of excess produce) and gardening tasks, lead our team of volunteers in gleanings, distributing produce to our partners and inputting data. Uplifting our mission, you will work with our partners, executing efficient and effective systems and processes, and be expected to ensure a culture of respect, trust and accountability with the team and community partners.



## Farm to Pantry

Cultivating Community through Healthy Food

### Primary Responsibilities

- Organize and lead daily gleans (or other volunteer gardening tasks)
- Supervise, manage and recruit volunteers, imparting mission importance and impact on the community
- Coordinate schedules and management of program calendar
- Deliver and/or ensure successful delivery of produce to the appropriate partner sites
- Weekly box pick-ups
- Maintain strong relationships with and coordination of volunteers, farmers, donors, partners and recipients
- Enter data into our tracking systems
- Work with multiple software platforms and digital data tracking tools

### Other Responsibilities

- Attend weekly staff meetings
- Assist with administrative tasks such as data entry, record keeping and report generation
- Represent organization at community events and coalition meetings
- Aid in the weekly gleans and the distribution of produce to our partner organizations
- Assist with vehicle, equipment and office maintenance, occasional inventory assignments
- Additional duties as assigned

### Qualifications:

- High School Diploma, preferred or equivalent life/professional experience
- Exceptional written and verbal communication skills
- Creative thinking and problem-solving abilities
- Bilingual in English-Spanish preferred, compensated based on Spanish fluency
- Deep cultural competency and proven ability to interact authentically and effectively with widely diverse audiences and constituencies
- Team player, able to work well under minimal supervision and manage competing priorities
- Detail-oriented, paying attention to the smallest details
- Must be flexible and able to work effectively in different settings
- Must be open to learning new software programs
- Ability to work with multiple software platforms and digital tools is a plus
- Excellent interpersonal skills, customer service, professionalism and ability to build and maintain relationships with diverse stakeholders, friendly with and agreeable to the public
- Empathetic and people-centered, but can act decisively and create systems of accountability and performance management
- Experience managing and working in a nonprofit environment, with volunteers and with the public



**Farm to Pantry**  
Cultivating Community through Healthy Food

### **Additional Requirements**

- Must be able to sit at a desk for a significant periods of the day
- Current valid California Driver's License, proof of insurance and the ability to drive throughout Sonoma County
- Ability to work remotely and also available to attend community events when needed
- Follow any emerging public health and safety guidelines
- Food Handlers Permit and First Aid trained - can be acquired after hire
- Ability to lift and carry 40+ pounds

### **Status**

Part-Time (20-32 hrs) from May-October, including some evenings and weekends.

### **Mode of Work**

Hybrid (some remote, some in-person)

### **Compensation**

- Non-exempt, \$23-24 per hour, depending on experience
- Paid holidays and sick leave
- Telecommunication of \$62.50 and mileage reimbursement

**How to Apply:** Interested candidates are invited to submit their resume and cover letter explaining why the position is of interest, sharing reasons for desiring to be part of the team and describing skills and qualifications possessed that are suitable for this position via email to [director@farmtopantry.org](mailto:director@farmtopantry.org). **Please include "Temporary Glean Leader Application" in the subject line.** No phone calls.

**Farm to Pantry is a proud equal opportunity employer supporting employer workforce diversity. Candidates representing a variety of backgrounds are encouraged to apply.**