

<b>Job title</b>	<i>Director of Operations</i>
<b>Reports to</b>	<i>CEO</i>

**Job purpose**

- The purpose of the Director of Operations position is to maintain and oversee relationships with all in house employees, oversee day to day operations, and coordinated the week with CEO and out of town Market Manager. This person ensures that Beber’s operations and logistics are clearly communicated to out of town market manager, and that in house employees are supported. This position involves scheduling and light HR components.

General office administration

- This person will keep the communal areas of Beber HQ (open office, bathrooms, breakroom, front patio, and back patio) clean, organized, and well stocked.
  - Duties include:
    - Running errands as needed and/or requested to purchase supplies for areas mentioned above
    - Coordinating and scheduling a daily/weekly/monthly cleaning system for areas mentioned above
    - Inventory and purchasing of supplies needed for the above areas including but not limited to: food for staff area, supplies for bathroom, office supplies.
    - Handling any maintenance issues and fixing minor items where able and approved

Logistics and Operations

- This person will help continue to fine tune and create better business practices by coordinating with CEO and Market Managers to grow sales, simplify routes, and balance out business on a whole
  - Duties may include but are not limited to:
    - Meeting with CEO weekly to plan sales routes and company goals
    - Coming up with plans/systems to better serve those goals and present and execute
    - Reach out to agencies and vendors on behalf of the company to coordinate meetings and deliveries
    - Attend meetings related to the business at CEO discretion
    - File forms and general paperwork at CEO discretion/when relevant
    - Some sales involved: potential meetings with new accounts, coordinating with Farmer’s Market manager to set up meetings between them and potential new accounts

## Employee management

- This person will on-board, schedule, and field all in house employee time off requests, as well as mediate employee issues
  - Duties include:
    - Hiring and on-boarding new employees
    - Meeting with CEO weekly to plan week and relay necessary information to the market manager
    - Using company software to schedule employees and review time off requests, which will then be approved or denied with input from the in house managers based on relevance to department
    - Help write quarterly employee performance reviews
    - Address employee issues, mediate disagreements, and issue warnings
    - In the event of serious action needed the Director of Operations will coordinate with the CEO to determine employee futures

## **Qualifications**

Qualifications include:

- Education: High school diploma required, BA/BS preferred. Needs to have excellent critical thinking skills, a strong grasp of written communication and sufficient math skills.
- Specialized knowledge: Management, Hiring and Planning experience required
- Skills: Thorough planning of short and long term goals, clear and effective communication (both verbal and written), excellent execution of goals and follow-through, excellent ability to talk about and effectively explain potential plans.
- Other characteristics such as personal characteristics: Creative, organized, dedicated, responsible, self-motivated, collaborative, positive, good sense of humor, strong belief in the mission and goals of Beber.
- Experience: 1-3 years of work experience at a small business in a management position preferred. General office skills and/or account management a plus. Must have ample experience working with and managing a team. Must have experience with self direction in a collaborative setting. Must have experience, familiarity, and fluency with abstract planning and the ability to multitask.

## **Working conditions**

Rate: \$14/hour-\$15/hour DOE with merit-based raises available bi-annually

Hours: Schedule is Monday-Friday, 25 hours per week including Holidays

Work place: Primary place of work: offices of Beber HQ

Other work locations may include but are not limited to: stores, and off-site meetings. These locations may be indoors or outdoors, year-round.

Transportation: Requires use of personal vehicle and driving of company vehicles when necessary

## **Physical requirements**

This position takes place primarily in the office/retail areas but can become physically strenuous. Requirements include but are not limited to the ability to:

- Lift 30 lbs
- Sit or stand for shift (3-7 hours)
- Assist as needed with light office tasks
- Drive company vehicles when needed

### **Direct reports**

All employees are under the purview of the Director of Operations in conjunction with the CEO