

## Job Description



**Job Title:** Cooperative Distribution Director

**Dept:** CDC

**Accountability:** Cooperative Retail Officer

**Job Summary:** This job entails the oversight of the distribution center and the development of the Food Shed Project

### Responsibilities Include:

- Budgeting and implementing practices to assure the financial performance of the CDC
- Oversight of the Enterprise Development and Value Chain staff by assisting in setting goals for Food Shed and Food Safety development work in accordance with CDC Mission and LaMontanita Ends
- Oversight of external sales development team supporting them to meet CDC sales and profitability goals
- Oversight of transportation staff and route setting. Maintain DOT procedures as required by law
- Hiring and supervision of all CDC staff.
- Maintain Food Safety procedures as required by regulatory laws and LaMontanita's SOPs
- Coordination and the liaison between the CDC and the internal La Montanita staff and customers
- Coordination and the liaison between the CDC and external customers and vendors with the goal of creating strong mutually supportive relationships to spur growth of local businesses
- Participate in CDC product purchasing, inventory control, and price integrity
- Educator for the community around Food Shed and local value chain topics

### Skills Required:

- Excellent verbal and written communication
- Excellent organizational skills
- Microsoft Excel and Word applications
- Basic accounting software application such as QuickBooks
- Ability to problem solve
- Back ground in food systems and value chain work.

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**Staff Member Signature**

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**Date**