Position Title: Food on the Move Manager
Reports to: Deputy Director

ORGANIZATION INFORMATION:
The Rhode Island Public Health Institute (www.riphi.org) is a 501(c)(3) non-profit organization whose mission is to promote community health and eliminate health disparities in Rhode Island and beyond. RIPHI implements public health programs, conducts translational and policy research, and trains students and public health practitioners. Our current projects focus on food insecurity, nutrition, active living, hepatitis C and HIV, pre-exposure prophylaxis to reduce HIV transmission, and geographically-focused health interventions.

RIPHI runs the Food on the Move mobile produce market. Food on the Move believes that everyone deserves healthy food. Our year-round mobile markets bring fresh, healthy produce to the people and places that need it most. We make healthy food more accessible by bringing markets to senior housing sites and community locations, and more affordable by doubling the value of Supplemental Nutrition Assistance Program (SNAP) dollars spent on fruits and vegetables.

What started as an NIH funded clinical research trial has become one of the largest mobile markets in the US, with over 35 mobile markets per month. Our mobile markets provide a testing ground for innovative models to improve food access and affordability, and serve as a national model.

Published research shows that Food on the Move works – people who regularly shop at our markets significantly increase the amount of fruits and vegetables they eat, and research shows that eating ample fruits and vegetables is linked to a lower risk of obesity and chronic health conditions such as diabetes and heart disease. As a data-driven organization with a policy focus, we will use our data to advance state and federal policies that make healthy foods accessible and affordable to everyone.

POSITION SUMMARY:
RIPHI is seeking a Market Manager with the desire and passion to grow and sustain the Food on the Move program. The ideal candidate will have an entrepreneurial spirit, a background in management, and a leadership style that will inspire Market Team Members to excel in their roles. The ideal candidate should love building partnerships and thinking strategically about how this program can help to address Rhode Island’s goals regarding food insecurity and nutrition. The right candidate should also love working in the field with our clients and providing them with an excellent shopping experience.

The Market Manager will oversee all aspects of the operations of the Food on the Move mobile market and will be charged with improving the program’s financial results, partnerships, and visibility. This includes business operations, staff development and supervision, daily operation of the market, community outreach, and media and marketing. The Market Manager will spend approximately 75% time conducting program administration and 25% time working at markets. Time on program
administration will be spent conducting office-based tasks, managing and improving the operations of the program, meeting with external partners, developing and implementing marketing and promotion strategies, attending coalition and workgroup meetings, and connecting with RIPHI staff. Time at the markets is critical to build relationships with market host site partners, oversee quality control, understand what is working well and what is not, and develop and maintain relationships with Market Staff Members.

**Food on the Move** typically holds 2-3 markets per day, Monday through Friday, and is looking to expand to weekends. Some early morning and evening work will be required. Occasional weekend work may be required in the future. The position includes driving a van with a trailer; applicant’s willingness to train to drive the vehicle is essential. The position also requires lifting loads weighing up to 50 lbs, and pushing/pulling carts weighing up to 100 lbs.

**JOB FUNCTIONS:**

**Business Operations Responsibilities**

- Assist with the development and implementation of Food on the Move’s business plan
- Ensure goals and objectives of Food on the Move’s business plan are being met
- Strengthen and maintain relationships with Food on the Move’s vendors
- Serve as a liaison with state agencies and local organizations, and build partnerships with community partners to integrate Food on the Move into state food insecurity and nutrition efforts
- Identify ways to streamline operations
- Develop strategies to ensure sales and profitability while achieving excellent customer service and advancing Food on the Move’s mission
- Create market schedules by working with host sites
- Work closely with Evaluation Manager to assist with efforts to evaluate Food on the Move’s impacts on nutrition, food insecurity, and health
- Develop and monitor adherence to business protocols
- Ensure markets are merchandised and marketed according to community need
- Attend RIPHI Team Meetings
- Produce written policy analyses regarding impacts of specific policies on food access, SNAP participants, and Food on the Move
- Assist in grant and report writing and submission

**Staff Supervision Responsibilities**

- Hold Food on the Move Team Meetings
- Create Team Member schedules
- Supervise Market Team Members
- Provide Market Team Members with support, guidance, and professional development to ensure they can do their best work and contribute diverse skills to Food on the Move’s mission and operations
- Review and approve Market Team Members timesheets
- Ensure Market Team Members provide excellent customer service
• Ensure Market Staff Members follow Food on the Move and RIPHI policies and procedures
• Troubleshoot Market Team Members questions and issues
• Recruit and hire new Market Team Members
• Train new Market Staff Members

**Market Operation Responsibilities**

• Direct marketing and outreach efforts to advertise markets in partnership with community host sites
• Oversee produce and supply ordering and sourcing additional produce or other supplies when necessary.
• Assist when needed with market operation duties such as
  o Stocking the mobile trailer by packaging and loading crates of produce into the vehicle
  o Unpacking and displaying the market produce at the market and continually monitoring quality of all products being sold in accordance with market protocols
  o Using the Point of Sale (POS) cashiering system to manage, track and report pricing and inventory
  o Breaking down market displays and repackaging produce at the end of markets in compliance with market protocols
  o Driving the truck and trailer
  o Providing excellent customer satisfaction
• Oversee cash deposits on a daily basis
• Report on sales to the Director at end of each market and follow procedures to maintain supply of produce, which may include ordering and sourcing additional produce
• Ensure the Food on the Move trailer and van are in good working order, coordinate maintenance and repair when needed
• Maintain up to date licenses, permits, and registrations
• Develop Food on the Move promotions and educational activities (cooking demos, nutrition classes), and ensure Market Team Members have a full understanding of promotions and activities

**Requirements:**

**Educational Experience:**

• Bachelor’s degree or relevant professional experience required. Master’s preferred.

**Experience**

• Knowledge and appreciation of ‘Food on the Move’ mission and desire to eliminate health disparities
• Experience working in low-income communities and communities of color
• Ability to build a strong team and employ a leadership style that encourages staff members to do their best work
• Experience managing a large, complex program
• Experience in community outreach
• Excellent written and verbal communication skills
• Experience developing policies and procedures for business management
• Experience conducting marketing and outreach
• Focus on excellent customer service
• Ability to form strong partnerships with diverse stakeholders including funders, community organizations, advocacy groups, and governmental agencies
• Interest in state and federal policies regarding food insecurity
• Ability to work with all levels of an organization, including Directors, staff members, and financial operations staff
• Experience managing staff
• Entrepreneurial self-starter
• Ability to meet deadlines
• Available to work a flexible schedule based on needs of client sites, including evening hours.
• Must be able to bend and lift loads, up to 50 pounds. Push and pull carts weighing up to 100 pounds
• Must be able and willing to work in all-weather conditions
• Must be able to respond to constructive criticism and feedback from supervisors and colleagues
• Ability to work effectively as a team member
• Present a good impression in dress, hygiene, and attitude
• Must possess a valid driver’s license with good driving record and must be interested and willing to be trained to drive the mobile market, which is a large van and hitched trailer
• The Market Manager position is subject to change over time given needs of the organization

Other Skills and Experience:
• Experience in grocery industry, business operations, and/or distribution desirable.
• Bi-lingual in English and Spanish or Portuguese is desirable.

 Compensation and Commitment:
Full time
Health benefits and paid leave provided
Compensation commensurate with experience

Interested parties should send a resume, job application (available at this link), and cover letter explaining qualifications, experience, and salary requirements. Please direct correspondence to:
Eliza Lawson, Deputy Director
383 West Fountain St, Providence RI
positions@riphi.org | www.riphi.org/food-on-the-move
EMPLOYMENT APPLICATION

Thank you for your interest in our company. Please ensure you complete this application in as much detail as possible.

1. PERSONAL INFORMATION

First Name: _______ Middle Initial: _______ Last Name: _______

Address:
Number Street _______ City _______ Postal Code _______

Daytime Phone: (_____) _______ Mobile: (_____) _______

Email ____________________________

Position(s) applied for: ____________________________

Rate of pay expected: ____________________________

Are you interested in: ___ Full Time ___ Part Time
Indicate days/hours available _______________________

How did you hear about us? ___Website ___Newspaper ___Friend/Colleague ___Other ______

Should you be selected for employment, what date would you be available to begin?
___________________________________________________________

2. EDUCATION

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<th>School</th>
<th>Last Year/Level Completed</th>
<th>Indicate Area of Study, Program, Diploma, or Degree Received</th>
<th>Did you Graduate?</th>
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<td>High School:</td>
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<td>__Yes  __ No</td>
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<td>including Junior or Equivalency</td>
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<td>University:</td>
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<td>Other:</td>
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3. EMPLOYMENT HISTORY

List your previous employers beginning with your current or last employer. Note: If you are attaching a resume, please indicate the company name and if we can contact that employer.

Employed 
Employer
From: _______ to_______ Name: ______________________________

Job_________________________ Salary at Hire ________________

Title: _______________________

Reason for Leaving ________________ Name of Supervisor ___________

Can We Contact this Employer? ___ Yes _____ No

Describe the work you did in detail: ________________________________________________

________________________________________________________________________________

Employed 
Employer
From: _______ to_______ Name: ______________________________

Job_________________________ Salary at Hire ________________

Title: _______________________

Reason for Leaving ________________ Name of Supervisor ___________

Can We Contact this Employer? ___ Yes _____ No

Describe the work you did in detail: ________________________________________________

________________________________________________________________________________

Employed 
Employer
From: _______ to_______ Name: ______________________________

Job_________________________ Salary at Hire ________________

Title: _______________________

Reason for Leaving ________________ Name of Supervisor ___________

Can We Contact this Employer? ___ Yes _____ No

Describe the work you did in detail: ________________________________________________

________________________________________________________________________________

4. DRIVING INFORMATION

State of Driver License ___________ Number: ________________

License Expiration Date: __________________________
5. **JOB REQUIREMENTS**

Are you able to lift weight up to 50 lbs on a daily basis? ___ Yes ___ No

Are you able to travel to our warehouse on Jefferson Boulevard in Warwick as well as other community locations around the state on a regular basis? ___ Yes ___ No

Are you authorized to work legally in the United States? ___ Yes ___ No

6. **VAN/TRAILER EXPERIENCE**

Are you willing to drive an extended length vehicle (van with hitched trailer)? ___ Yes ___ No

Please indicate the amount of experience you have driving an extended length vehicle carrying perishable items:

_____________________________________________________________________________________________________________________________

6. **LANGUAGE(s) SPOKEN**

Please list the language(s) you speak:

Language 1: ___________________________ (circle one): basic conversational proficient native speaker

Language 2: ___________________________ (circle one): basic conversational proficient native speaker

Language 3: ___________________________ (circle one): basic conversational proficient native speaker

7. **PERSONAL/BUSINESS REFERENCES**

*Please provide at least 2 business and 1 personal reference that we may contact.*

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8. **TO BE READ AND SIGNED BY APPLICANT**

It is agreed and understood that all information provided is true and correct. Any misrepresentations of information given above, or attached to this application shall be considered an act of dishonesty, and may result in termination of employment after I begin work. By signing below I authorize my former employer to release information to the representative of RIPHI. This application form in no way obligates RIPHI to employ the applicant and does not constitute an offer of employment.

Print Name __________________________________________________________

Signature of Applicant ___________________________ Date Signed ________________

Name of Applicant ___________________________
### FOR INTERVIEWER’S USE

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### EMPLOYMENT INFORMATION

Start Date: ___________  Job Title: ___________  Rate of Pay: ___________

Supervisor Signature ___________  Date: ___________