



Director of Operations Job Posting

Posted: September 30, 2024

Start Date: November 30, 2024

Hours: Full-time with benefits

Salary: \$65,000 - \$75,000 commensurate with experience

Summary: Table to Farm Compost (T2F) is seeking a Director of Operations that oversees the businesses' day-to-day operations of on-farm compost management, including equipment maintenance and procurement, as well as compost route logistics including residential and commercial routes. The Director of Operations will also work with administrative staff to integrate software and systems into the day-to-day logistics of the operation. This position provides direct oversight to the Farm Manager and Drivers and reports directly to the Management Team of the company. This is a new position for Table to Farm Compost.

Responsibilities

- Work with the CEO and Management Team to set company goals and benchmarks for growth and facility operations and work with the Team to meet those goals.
- Oversee facility growth including equipment procurement, maintenance, and operational functions for deploying routes, managing compost, and selling compost.
- Direct day-to-day compost management and route logistics including scheduling and troubleshooting in coordination with the Farm Manager.
- Manage sales, farm and route staff to ensure support, a team ethic, and a high level of communication and efficiency.
- Work with the Farm Manager to ensure regulatory compliance with the county and state.
- Maintain and enhance communications between administrative staff, route drivers, and farm staff using software such as StopSuite, Slack, and Google Drive.
- Interact with the Management Team to report on weekly operations including areas needed for improvement.
- Support sales staff to allow them to maximize their work and performance by communicating operations needs with the Farm Manager and Drivers to fulfill sales orders.
- Engage with partners such as the City of Durango, Ska, commercial customers and vendors to deliver a high level of service and excellent communication.

www.TabletoFarmCompost.com

- Conduct performance reviews for all staff with input from the CEO.
- Provide updates and information to the CEO as needed.
- Work to improve compost production and product excellence.

Qualifications

- Commitment to 3-5 years or more in the position
- 2-5 years in the compost industry preferred
- Previous experience managing a compost business preferred
- USCC Certified Compost Operations Manager™, or CCOM™, and Certified Composting Professional™ (CCP) preferred
- 2-5 years of previous managerial experience and systems operations required
- Excellent knowledge of heavy equipment and vehicles
- Excellent staff management and team building
- Have a cell phone, laptop and valid U.S. Driver's License
- Interest in compost and waste reduction
- Excellent communications skills

To Apply: Send a cover letter, two references, and a resume to jobs.tabletofarmcompost@gmail.com. Applications will be reviewed on a rolling basis.
Applications without a cover letter may not be reviewed.