About GrowNYC
GrowNYC is a 50 year old environmental nonprofit organization - helping more than 3 million New Yorkers by providing essential services and taking action to make NYC a livable city, one where every person can enjoy a healthier, more sustainable life.

Our Programs:
- Our network of Greenmarkets, Farmstands, Fresh Food Box sites and Greenmarket Co. ensures that all New Yorkers have access to the freshest, healthiest local food.
- We blanket the five boroughs with resources like textile and food scrap collection, Stop 'N' Swaps, and free training to make waste reduction easy for all.
- We build and support community and school gardens through volunteer days, technical assistance, training, grants and more.
- We provide 70,000 children each year with programs that provide meaningful interactions with the natural environment.

Manager of Farm Inspections (Exempt, F/T)
The Manager of Farm Inspections is responsible for overseeing and managing the Greenmarket Inspections efforts for the purpose of verifying participant eligibility and compliance with the GrowNYC mission, farmers market rules including all relevant federal, state and local regulations.

This position reports to the Director of Food Access and Agriculture and the GrowNYC President/CEO

General Responsibilities:
- Understand the mission and rules of GrowNYC and farmers market operations.
- Review applications and supporting documentation provided by Greenmarket participants.
- Manage and conduct on-site inspections.
- Manage employees and contract inspectors.
- Recruit and hire consultants as needed.
- Maintain a system of managing producer information.
- Maintain confidentiality.
- Assumes the responsibility for the safe operation of a company vehicle while driving.
- Follows all safe driving procedures as outlined in the GrowNYC Driver Handbook.

Applications
Apply here for the Manager of Farm Inspections position with a resume, a cover letter, and three references by March 12, 2021.

Interviews will take place on a rolling basis.

For additional information, please see our website:
grownyc.org

Contact
GrowNYC Greenmarket
P.O. Box 2327
New York, NY 10272
212-788-7900
jobs@greenmarket.grownyc.org

Application & document review:
• Assess applicants for general operational capacity and compliance with all relevant requirements and regulatory standards.
• Review producer claims and certifications.
• Review products for compliance with Federal, State and Greenmarket regulations.
• Review and sign off on producer; request to purchase, request to process off farm, New product requests & product label review.
• Supervise data entry and database improvements for Producer information and regional agriculture resources.

Manage and conduct on farm and facility site inspections:
• Communicate and schedule on-site inspections of farms and facilities, with producer or representative.
• Develop an annual workplan that outlines outreach and inspections.
• Develop a system that ensures that all circa producers undergo regularly scheduled on site visits.
• Travel to and tour farms and facilities.
• Review producer records.
• Conduct audits of operations.
• Generate reports of on-site inspections.
• Supervise staff and contract inspector site visits.
• Review farm and facility reports generated by staff and contract inspectors.

Reporting:
• Generate reports of non-compliance.
• Communicate with federal, state and local regulators and authorities as needed.
• Communicate and coordinate with Greenmarket Operations team on collecting documentation at market including inventories and photos.
• Respond to staff and consumer observations, complaints, and inquiries regarding producer products and claims.
• Review producer documentation including staff generated inventories and photos.
• Work to develop corrective action plans where appropriate.

Participate in Farmer Citizen Advisory Committee producer hearings:
• Prepare documents and evidence.
• Present to the FCAC.

Requirements
• Education & Training: Bachelor’s degree or equivalent work experience, preferably Agriculture, Environmental Studies, or Food Science.
• 5 yrs Experience in Agriculture or Inspections.
• 5 yrs Experience in food production.
• Technical knowledge in one of the following areas: crop, livestock, food processing or related field.
• Familiarity with regulatory compliance; knowledge of licensing procedures (USDA, FDA, NYSDAM, PDA, NJDA, VAAFM, CDA, MDAR) and relevant regulations regarding the production and sale of food and other products at Farmers Markets a plus.

• Knowledge of food science and food processing. Trainings and certifications a plus.

• Experience conducting audits.

• Strong interviewing and investigative skills

• Strong interpersonal skills, with a pleasant and non-combative personality.

• Excellent communication and writing skills.

• Ability to maintain accurate records and file systems documenting inspection visits and reports.

• Able to work with minimal supervision while communicating and coordinating efforts with staff.

• Strong interest in and commitment to promoting the mission and goals of Greenmarket.

• Computer proficiency
  o Microsoft office: word, excel.
  o Internet research
  o Database

• A valid driver’s license

**Position Details**

**Schedule:**
Variable schedule with time split between the office, markets, travel and on-site farm and facility inspections.
Some work can be done from home.

Physical requirements include ability to walk long distances over rough terrain. Driving long distances with some overnight stays.

**Salary:** $70,000/year. This position is exempt full-time with a generous benefits package including medical and dental insurance and paid time off.

GrowNYC/Greenmarket is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation or physical disability.