Assistant/Weekend Venison Processing Manager

The Nantucket Land Bank is seeking a qualified individual to serve as its Assistant/Weekend Venison Processing Manager. This new seasonal full-time position will be responsible for collaboratively managing the Hunters Share the Harvest venison donation program at the Nantucket Land Bank Agricultural Processing Center. Hunters Share the Harvest is the Massachusetts program that facilitates the processing and delivery of venison donated by hunters to food insecurity programs. This position will collaborate with the Venison Processing Manager to lead a team of processors to ethically, safely and efficiently prepare donated venison into an excellent quality product. This position will build relationships with stakeholders to advance the Agricultural component of the Nantucket Land Bank's mission. Weekend hours required.

Qualifications

Excellent managerial skills and extensive wild game processing experience are required. Hunting experience is strongly preferred. This position requires excellent communication skills and a willingness to speak with the public and deliver intended messages effectively. Qualified candidates will maintain a positive attitude and have an optimistic approach to challenges as well as a capacity to manage a variety of concurrent responsibilities efficiently. As this is a new position, it is imperative that the individual possesses excellent self-direction and is capable of both initiating ideas and seeing projects through to completion.

Purpose of the Role

To oversee and perform the safe, efficient, and ethical processing of donated venison, ensuring high-quality meat distribution to community members in need. This role bridges field coordination, food safety, and team leadership. This full-time role reports to the Venison Processing Manager. Weekend hours required.

Responsibilities

1**. Maintain Compliance with MassWildlife's Hunters Share the Harvest Program (HSH)**

- Promptly complete all forms for donation, labeling, billing, and reporting
- Coordinate program details and implementation with the relevant MassWildlife personnel
- Follow all HSH program requirements

2**. Hunter & Field Coordination**
- Communicate with hunters regarding drop-off schedules, incentives, and donation protocols
- Accept or reject deer for donation based on program criteria and condition
- Track incoming deer donations and complete the HSH donation tracking forms (hunter ID, Confirmation #, weight, date of drop off, package numbers, etc.)
- Provide clear signage and guidance at drop-off zones
- Maintain clean and professional drop off area and walk in cooler.

3. **Processing Oversight**
- Supervise and perform all skinning, butchering, grinding, packaging, vacuum sealing, and labeling of meat portions following the requirements of MassWildlife.
- Monitor cold storage and freezer inventory to prevent spoilage.

4. **Supervision**
- Supervise seasonal processors and/or kitchen assistants. This position is the manager in the absence of the Venison Processing Manager.
- Implement standard operating procedures (SOPs) for each processing stage.
- Foster a respectful, inclusive, and mission-driven work environment.

5. **Food Safety & Hygiene Management**
- Maintain strict sanitation standards in all drop off, storage, and processing areas.
- Ensure venison is handled at required temperatures throughout processing.
- Oversee cleaning and sterilization schedules for work areas, tools, surfaces, and equipment.
- Ensure compliance with MassWildlife regulatory requirements and maintain a positive relationship with the Nantucket Health Department and MassWildlife.
- Implement HACCP plan and document any incidents or corrective actions taken.
- Coordinate with Nantucket Land Bank on waste storage and removal.

6. **Logistics & Inventory**
- Track supplies (gloves, bags, knives, vacuum bags, etc.)
- Assist with venison storage and distribution.
- Maintain records of the MassWildlife data, tracking forms, meat volumes, and recipients

7. **Facility & Equipment Maintenance**
- Perform regular maintenance on vital equipment and facilities, including grease traps, floor drains, grinders, gantries etc.

- Promptly address building maintenance issues or coordinate with other NLB facilities staff to ensure that problems are remedied.
- Familiarity with tools/power tools needed to perform assigned duties.

8. **Community Engagement & Education**
    - Educate the public on ethical meat processing and food access.
    - Support outreach efforts to expand hunter participation and community awareness.
9. **Continuous Improvement**
    - Identify bottlenecks or inefficiencies in the workflow and propose solutions
    - Gather feedback from hunters, processors, and recipients to improve operations
    - Stay informed on best practices in wild game processing and food donation.

Skills & Attributes

- Deep knowledge of meat processing, food safety, and wild game handling.
- Hunting experience preferred.
- Ability to work in fast-paced, cold, and physically demanding environments
- Commitment to community service and ethical food systems
- **Certified ServSafe Manager** or equivalent food safety certification required or willingness to obtain within 30 days.
- First Aid/CPR certified or willingness to become certified.
- **Allergen awareness training** or certification preferred; ability to implement allergen control protocols.
- Excellent organizational and leadership skills; ability to train and motivate diverse teams.
- Excellent knife skills.

This position reports to the Venison Processing Manager. 35 – 40 hours per week. Starting salary is $50/hr but is commensurate with experience. Seasonal position through March, 2027. This position may occur in following years, likely to coincide with Massachusetts hunting season or planned deer damage permits. Must have a valid driver's license. CORI check required. Please email cover letter, resume and contact details of three references applications to scampese@nantucketlandbank.org.