NANTUCKET LAND BANK

ASSISTANT/WEEKEND VENISON PROCESSING MANAGER

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.