

Job title: Sustainability Program Manager

Location: Hybrid

Job type: Full-time / Part-time

Salary Range: 70,000 - 90,000 / 35,000 - 45,000



Description

Tarbell's, is a family-owned restaurant based in Phoenix, Arizona. The restaurant was founded by Mark Tarbell in 1994 and has been recognized over 50 times and awarded Food & Wine's Best Restaurant. Tarbell's comprises multiple establishments, including The Wine Store and Tavern (located next to the main restaurant in the same shopping center), their catering business, and The Tavern at Phoenix Sky Harbor Airport. Mr. Tarbell has a strong media presence and hopes to use it to inspire other family-owned restaurants to focus on sustainability initiatives and to provide a template based on sustainability initiatives implemented at his businesses.

For this position, Tarbell's seeks an individual dedicated to sustainability and innovation. You will assist in preparing for and developing sustainable business strategies and new environmental initiatives for Tarbell's, including program development. This includes, but is not limited to:

- Creating a sustainability plan for Tarbell's
- Collecting and analyzing data
- Collaborating with the leadership team on innovation and implementation of best practices to become a small business, sustainable leader

Qualifications:

Education:

Bachelor's degree in Sustainability, Environmental Studies/Sciences, or other related discipline AND 2-5 years experience working in consulting, sustainability, or ESG

OR

Master's degree in Sustainability, Environmental Studies/Sciences, or other related disciplines

Experience:

Knowledge in sustainability topics, with specific experience in:

- Implementing and reviewing/auditing programs such as certifications, utility management, B-Corp, ESG, GRI, etc.
- Implementing an effective resource conservation (climate/water/waste) program
- Collecting and analyzing data for reporting and developing actionable insights
- Understanding of business and operations of the food and beverage industry is a plus

Skills & Traits:

- Analytical and strategic thinker with the ability to develop new approaches to continually improve internal effectiveness
- A highly motivated, self-starter that can work independently and/or with a team and manage multi-stakeholder engagement from vision to implementation
- Resilient and able to adapt to challenges, identify underlying concerns, share ideas, and develop effective responses or elevate to higher management
- Strong interpersonal and communication skills, both written and verbal
- Organized with strong attention to detail and follow through
- Excellent project management skills with a proactive approach to all projects, handle multiple projects, and complete tasks in a timely manner
- Strong computer skills with basic knowledge of data modeling/analytics
- Able to effectively present information and respond to questions or concerns from managers, guests, employees, and the general public
- Background in developing effective marketing and/or educational materials that support sustainability programs and initiatives

Responsibilities:

Energy, Water, & Waste Management

- Work on energy and water conservation initiatives & green building practices
 - Oversee conversion to LED lighting
 - Track & measure energy & water usage
 - Identify and implement suitable, sustainable alternatives
- Support existing waste minimization strategies and identify new opportunities as they arise:
 - Oversee & maintain fryer oil, glass, & single-stream recycling programs, as well as composting and municipal solid waste
 - Track & measure all waste categories
 - Collaborate with kitchen staff on Zero Waste recipes

Program Management

- Create & implement a sustainability roadmap for dining & catering operations, including timeline and quantifiable progress
 - Work to acquire Green Restaurant Association certification
 - Assist in data analysis to identify challenges and opportunities to improve performance

Supply chain

- Expand on partnerships with local producers
- Oversee vendor compliance with the Sustainable Purchasing Policy, update policy as needed, & ensure purchasing policy is followed in each procurement decision
- Identify & implement sustainable, reusable, & disposable products throughout operations

Engagement/Communication

- In partnership with marketing, create sustainability materials for educational awareness, campaigns, and events via website and social media
 - Develop appropriate materials for guests and staff to accompany program rollout
 - Inform & consult internal and external stakeholders on sustainability initiatives
 - Represent Tarbell's when appropriate in public relations/media capacity
- Collaborate with internal teams on sustainability initiatives
 - Engage & provide guidance to implement sustainability solutions within departments
 - Build a culture of sustainability that engages both salaried & hourly team members
- Stay current on industry and sustainability trends via conferences, training, events, etc.