

## Wright-Locke Farm

### Farm Stand Assistant Manager: Job Description

*Wright-Locke Farm is a 20-acre organic farm located just 20 minutes from downtown Boston. We welcome our local communities to explore sustainable agriculture and open land on a historic farm (started in 1638!) through farm-based education and hands-on involvement, fostering community engagement, land stewardship and appreciation of nature and history.*

*Our Farm Stand, in its 4th year of operation, has become a cornerstone of the farm, serving as a visitor center, meeting spot, small cafe with refreshments, and farm store with our own produce and other local products. The Farm Stand is often the first point of connection for new visitors, so the goal of the farm stand is to serve as a space of welcome, education, refreshment, community, and fun.*

**Farm Stand Assistant Manager's Role:** This position is designed to be a fun and fairly autonomous role. As Assistant Manager, you will act as the face of the farm, welcoming and informing visitors about the farm and its programming, the local products we sell, and maintaining a clean and efficient storefront. The assistant manager is in charge of the day-to-day operations in the Farm Stand and will work closely with the Farm Stand Manager to set up systems of operation. You'll get to work with our farmers, educators, visitors, and volunteers at this vibrant non-profit. This is not your typical retail job - you get to be at the helm of running "your own" farm stand in a beautiful location, gaining experience in all areas of management, surrounded by a caring and supportive community.

#### **Farm Stand Assistant Manager Duties:**

- Open Farm Stand and set up for daily operation. This includes brewing coffee, setting up beverage and snack stations, arranging vegetable and flower displays, checking for accurate labeling, and making sure displays are aesthetically pleasing.
- Greet customers, help with questions, requests, help them check-out using Square POS system.
- Manage change, credit card transactions, rebuild cash bank at close and deposit day's cash.
- Maintain displays, complete daily tasks, and assist with inventory and ordering.
- Close Farm Stand. This includes breaking down coffee station and washing equipment, putting away veggies and flowers, squaring up the bank and cash deposits, making notes for the day, and locking up the stand.
- Help train volunteers and part-time Farm Stand staff.

**Job Details:** This is a part-time position, with some flexibility in schedule. Ideally the Asst. Manager will work 24 - 32 hours/week. Wednesday - Friday (9am - 6:45pm) & Saturday (9am - 3pm) during the months of May - November. Season beginning/end may require fewer hours. *Rate: \$13/hour.*

#### **Qualifications:**

- Be timely, organized, and have great communication skills
- Have customer service experience and an interest in local food and farms
- Be familiar/comfortable with Google Suite, Excel, tablets and smartphones
- Be able to lift 30 lbs, stand for long periods of time, and be comfortable around animals (we have dogs, cats, chickens, and goats at the farm)

**To apply for this position, please email a resume and short cover letter to:**

**Kim Kneeland, Farm Stand Manager, [kkneeland@wlfarm.org](mailto:kkneeland@wlfarm.org)**