



Job Posting

TITLE:	Farm Retail Distribution Leader
REPORTS TO:	Director of Farm Retail
SCHEDULE:	Tue-Sat
COMPENSATION:	\$16/hour
DATES:	Full-year

Farm to Go is Wright-Locke Farm's online grocery store. Introduced in 2020, **Farm to Go** provides a wide variety of locally-sourced produce, prepared meals, and grocery items. Customers pick-up at the farm three times a week. The **Farm to Go** team is responsible for receiving deliveries, checking items for quality, packing items for distribution, and handing-off orders to customers.

The mission of Wright-Locke Farm Conservancy (WLFC) is to build broad community and model sustainable practices through active learning, organic agriculture, land stewardship, and an appreciation of our historic New England farm. We grow certified organic vegetables, fruits, and flowers for local consumption, offer farm-based educational experiences for people of all ages through structured programs and informal learning, and open our doors for public and private events, providing a venue for recreation, leisure, and gathering.

WLFC is dedicated to providing an inclusive and welcoming environment to all. We do not discriminate based on race, religion, color, age, national origin, military service, physical appearance, gender identity or gender expression, sex or sexual orientation, or physical or mental ability.

Position Overview: This is a full-time position (could also be part-time). The Retail Distribution Leader will work Tuesday-Saturday. Weekend shifts are required.

Applicants are preferred to have retail or farm experience. If you do not meet the job requirements listed, please tell us why you might be a good fit! All staff must pass a CORI/SORI background check.

Principal Responsibilities include:

- Sorting and packing produce for distribution; applicant should be able to crouch, squat, bend over, kneel, and stand for a good amount of time; be able to lift and carry 30-40lbs repeatedly
- Using computers and web-based software
- Handling occasional in-person sales
- Training and managing volunteers
- Ensuring compliance with Board of Health rules and regulations
- Welcoming visitors and answering questions about the farm

Desired Skills and Abilities:

- Be timely, organized, and have great communication skills
- Be able to work in a fast-paced and potentially challenging environment
- Be adaptable!
- Customer service experience is a plus
- Have an interest in local food and farms
- Be familiar/comfortable with Google Suite, Excel, laptops, tablets and smartphones
- Dedicated, hard worker—willing to fulfill commitment
- Be comfortable working outside in all types of weather
- Be comfortable working with/near dogs and farm animals (no experience required)

Employee Perks:

- Farm to Go sales discount
- Paid participation in approved educational events and programming relating to position
- Staff “Take Box” of leftover/outdated produce and products

Interested persons should send their resumes and references with an introduction email to Amy Rindskopf at farmstand@wlfarm.org.

COVID-19 Note: To keep everyone safe, employees may be asked to wear masks while in certain buildings, programs, or circumstances on the farm. To keep our farm community and greater community safe, we ask that candidates be fully vaccinated for COVID-19 and willing to show documentation.