

Wright-Locke Farm Stand Volunteer Description

Background of the Wright-Locke Farm Stand:

Wright-Locke Farm, a nonprofit 501(c)3 organization, is a 20-acre organic farm located in Winchester, MA and abuts hundreds of acres of conservation land and trails. Wright-Locke Farm builds broad community through active learning, sustainable agriculture, land stewardship and an appreciation of our historic New England farm for generations to come.

The Farm Stand, in its 5th 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.

Volunteer Responsibilities:

- Welcome guests to the Farm and help orient them to our programs and space
- Maintain farm stand operations in an efficient and mindful manner
- Work closely with the Farm Stand Manager to ensure proper Farm Stand operations
- Keep the Farm Stand beautiful, clean, and welcoming
- Be knowledgeable about the Farm, upcoming Farm events, Farm produce, and other Farm Stand products

Examples of Daily Duties:

- Open Farm Stand and set up for daily operation
 - o Brew coffee, set up coffee self-serve station
 - o Take WLF produce from walk in fridge and set it up for display
 - o Double check pricing, notes, and make sure all displays look bountiful and tidy
- 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 - by restocking when needed, and keeping veggies cool and wet
- Complete daily tasks denoted in the "opening, sidework, and closing checklists"
- Close Farm stand
 - o Break down coffee station and wash equipment as needed
 - o Clean farmstand and put away veggies and flowers
 - o Square away the cash bank, make notes for next day, lock up the stand appropriately

Volunteer Expectations:

We are looking for reliable volunteers who can commit to a two-to-five-hour shift once a week during the farming season (with some flexibility). This is a rigorous but rewarding volunteer opportunity where you'll get to interact with farm visitors while getting a close look at running a small business. Volunteers will complete three 2-hr training sessions with the Farm Stand Manager before working on on their own. Volunteers should be able to lift 30 lbs, comfortable with making change, and be able to stand on their feet for extended periods of time. Ages 16+

If interested in volunteering or if you have further questions, please E-mail our farm stand manager:

Kim Kneeland - kkneeland@wlfarm.org