

Wright-Locke Farm

Farm Stand Manager: Job Description

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.

Farm Stand Manager's Role: This position is designed to be a fun and fairly autonomous role. As 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 manager is in charge of the day-to-day operations as well as the administration and management of the stand. You will work closely with the Community Engagement Manager to set up best 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 Manager Duties:

- Operate the farm stand 3-5 days a week. Consists of opening and closing procedures, brewing and serving coffee and tea, stocking, creating aesthetically pleasing displays, cleaning, greeting customers, and doing administrative work as needed.
- Manage change, credit card transactions, rebuild cash bank at close and deposit day's cash.
- Train and schedule additional staff and volunteers
- Ensure compliance with Board of Health rules and regulations
- In charge of inventory, ordering product, and communicating with our farmers for produce
- Keeps in close communication with different farm "departments" (agriculture, events, education, and communications/media) to ensure smooth operation
- Makes monthly reports about farm stand metrics at staff meeting

Job Details: This is a part-time position, with some flexibility in schedule. Ideally the Manager will work 30 hours/week concentrated from Tuesday - Saturday during the months of May - November (additional hours and opportunities may be available at the farm to create a full time seasonal position). The months of April and November may require fewer hours. **Starting Rate:** \$14/hour. **Start date:** week of April 22nd

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, Community Engagement Manager, kkneeland@wlfarm.org