



- Farm Runners -

Retail and CSA Assistant Job Description

Posting Date: 3/19/2021

Please Respond to: station@farmrunners.com

Application Deadline: ASAP

Hours: 40 hrs/week in the summer. Hours change seasonally, with less work in the winter months.

Benefits: Complimentary weekly local food box + ability to purchase food at cost. Wellness reimbursement plan starting at 6 months of employment. Paid time off based on hours worked starting 1 year after employment.

Overview: Farm Runners is a multifaceted and growing business, operating three arms: retail, wholesale distribution, and CSA. Our mission is to support beginning and established family farms by building community relationships around regional food. The Station, Farm Runner's retail side, combines the functions of a farmers market, deli, cafe, and natural food store. This is a unique position that includes both front-of-house retail duties as well as assisting with our CSA program. This position requires an outgoing and customer-service oriented individual with close attention to detail while maintaining an eye on the bigger picture.

Our Ideal Candidate Is:

- Team oriented and able to demonstrate an understanding of how each team member's contribution helps to fulfill the mission of Farm Runners.
- Has prior knowledge of produce, the ability to be organized and efficient, good writing skills, and a cheerful & upbeat attitude.
- Well-organized, detail-oriented and able to multitask.
- Effective at problem solving/decision making, with willingness to ask questions and seek advice
- Capable of giving and receiving feedback, building relationships, and resolving conflicts.

- Passionate about local agriculture, local food, and cooking. Preferred: experience working on (or with) small family farms.
- Experienced with retail service, preferably with a focus in local or specialty foods. Proficient at register and cash handling duties.
- Available to work early morning, evening, and weekends as needed. Applicant must be able to work Sundays and Tuesdays.

Essential Duties and Responsibilities: Retail

- Able to fulfill all duties of retail store operation, including, but not limited to: stocking and receiving, food prep, cash handling, guest service, taking food and drink orders, and maintenance of facilities.
- Promotes sales and attracts customers by: following display suggestions and protocols; keeping up with quality control measures; and engaging with customers' questions and queries.
- Able to fulfill all duties of our fast-paced packhouse operation, including, but not limited to: loading and unloading trucks, routing product, sorting and quality control, packing orders, and record keeping.
- Takes an active role in learning about products, producers, growing practices, and cooking techniques as they change throughout the season.

Essential Duties and Responsibilities: CSA

- Able to help pack CSA weekly. Responsibilities include: assembling wax boxes, helping to pack out add-on orders, and packing the contents of CSA boxes in an efficient and mindful manner.
- Proficient at writing and responding to emails, writing engaging newsletter material, and performing occasional check-ins with site coordinators.
- Takes an active role in learning about products, producers, growing practices, and cooking techniques as they change throughout the season.
- Photographs each week's box.

Physical Demands/Work Environment

- This position will require frequent standing and use of hands and arms.
- Ability to repeatedly lift boxes and bags weighing 25-50 lbs.

To Apply

- Send resume, 3 references, and a cover letter to Katie at station@farmrunners.com
- Cover letter should include an answer to the following questions:
 - Why are you interested in working at Farm Runners?
 - How does your experience listed on your resume make you uniquely qualified to perform the duties of a Retail and CSA Assistant?
 - What is your availability and how many days/hours per week are you able to work?