

## **Waltham Fields Community Farm (WFCF): Distribution and Outreach Assistant Job Description 2018**

Community Farms Outreach d/b/a Waltham Fields Community Farm (WFCF) promotes local agriculture through growing and distribution practices that are socially, ecologically, and economically sustainable. We forge relationships between people, their food supply, and the land from which it grows. We are a 501(c)3 non-profit organization running a vegetable farm, educational and food access programming on 15 acres of farmland, strictly adhering to organic practices.

**Distribution Barn Description:** The Community Supported Agriculture (CSA) program at WFCF provides 20 weeks of farm fresh vegetables and Pick-Your-Own crops from early-June through mid-October to about 480 shareholders. Shareholders pick up biweekly or once a week, Wednesday, Thursday or Saturday, from a market-style layout of produce in our distribution barn, where we also sell a variety of goods for sale from local producers.

**Outreach Market Description:** The Outreach Market is WFCF's market for low-income households. The Market is located in downtown Waltham running July through October in late afternoons on Tuesdays. At the Market, customers can take a predetermined amount of our organically-grown vegetables for just \$5 per share, or in exchange for a voucher from our social service partners. We also accept SNAP at the Outreach Market. Spanish, Haitian Creole, and/or Mandarin speaking skills are preferred for this part of the position.

The Distribution and Outreach Assistant will be responsible for helping with all aspects of running the Distribution Barn and Outreach Market. Responsibilities include, but not limited to:

- Creating a warm, friendly and fun environment for participants, providing stellar customer service, recipe ideas or recommendations.
- Using a tablet, cash register, and our point-of-sale system
- Helping re-stock vegetables and products as necessary, with an emphasis on presentation
- Putting away vegetable bins and crates as necessary during distribution hours
- Following protocol regarding opening and closing procedures, including money management and cashing out daily transactions
- Maintaining an organized and clean environment
- Assisting with loading up vegetables at the farm, transporting and displaying vegetables at the Outreach Market
- Interacting with customers in English and another language mentioned above, providing them with a positive shopping experience and engaging them in conversations promoting fresh produce consumption and involvement with the Farm.
- Conveying a strong, informed understanding of the farm, our products, the organizations involved, farm practices, CSA procedures and other relevant information
- Working closely with supervisors to maintain and create systems to properly rotate and record stock, feature items for sale and create signage as needed.

Qualifications include:

- Experience with or interest in organic vegetable production, farm stand sales and/or seasonal cooking
- A friendly, outgoing, welcoming personality and a neat, professional appearance

- Ability to cope with fast-paced, unpredictable work environment with periods of high volume/energy
- Ability to lift 50lbs. and to do heavy lifting repeatedly throughout each shift as needed
- Proficiency in Spanish and/or Haitian Creole a preference, but not required
- A valid driver's license
- Entrepreneurial spirit

Work Schedule:

Distribution Barn: To begin as soon as the week of June 11, 2018 through the week of Oct 22, 2018, including Saturdays from 8-3pm with some additional Wednesday or Thursday (1-7:30pm) shifts to be scheduled at the start of the position.

Outreach Market: July 17, 2018 through Oct 9, 2018, Tuesdays from 2:30-7:30pm

Compensation:

\$13 per hour, plus some vegetables from the farm when available.

If you are interested in this position, or any part, please send a resume and a brief letter of interest to Lauren Trogotgott by email at [Lauren@communityfarms.org](mailto:Lauren@communityfarms.org).

We are committed to equal employment opportunity for all persons regardless of race, color, religion, national origin, ancestry, marital status, political affiliation, sexual orientation, gender identity, status with regard to public assistance, disability, handicap, genetics, sex, age, or veteran status.

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