



Job Description

Program(s): Mobile Farm Stand & Virtual Market

Position: Operations Assistant

Organization Information:

Coastal Foodshed's mission is to make it easier for people to buy local food and for farmers to sell it to the community. We accomplish this mission through our four programs: New Bedford Farmers Markets (NBFM), Mobile Farm Stands (MFS), CFS Virtual Market and Learn to Love Local (LLL) cooking education. Now more than ever, our mission is so critical.

Job-Related Program Specifics:

The Mobile Farm Stand (MFS) was started two years ago to increase accessibility of local food for underserved neighborhoods in the City of New Bedford while also providing an outlet for farmers to sell their products who could not attend out farmers markets. We source from over 40+ farmers and local food producers to sell at our MFS. We accept all forms of payment including SNAP/HIP, and WIC/Senior Coupons.

The Coastal Foodshed Virtual Market was recently started to provide a contact-less option for the community to buy local food and to support local food producers to sell their products during the COVID-19 pandemic. We partner with WhatsGood, a mobile app/website, to provide an online store with delivery and pick-up options. The MFS is a vendor on the online store, also offering a contactless pick-up option for SNAP/HIP customers who can't attend our in-person MFS sites.

Position Summary:

Under the supervision of the MFS & Virtual Market Manager, the Operations Assistant will serve as a key member of the MFS team. The Operations Asst. is responsible for driving the MFS truck/trailer into neighborhoods to sell local food, and connect the community with affordable healthy food options grown by their local farmers. Normally, we operate these sites on a weekly basis, and also offer pop-up services for community organizations. This year due to COVID-19, we are currently only operating one day, Friday, and visiting 2-3 sites with pop-up services as needed. On Wednesdays, the MFS aggregates and packs produce for the CFS Virtual Market. The Operations Asst. will help the Manager with aggregation, sorting, packing, and inventory for this program.

Coastal Foodshed is seeking someone who is excited to share stories of food and agriculture with the community while also learning from them and ways we can improve our programs to better suit the community's needs. We are looking for a candidate that is a team player, and willing to adapt with program changes as needed considering the COVID-19 pandemic and beyond.

Tentative Schedule (subject to change throughout year, but will remain up to 30 hrs/week with potential to become a full-time position):

- **Tuesdays, 10-5pm-** aggregation prep, sorting, packing and inventory management for CFS Virtual Market and MFS
- **Wednesdays, 8:30-5:30pm** packing/aggregation for CFS Virtual Market
- **Fridays, 9:00-6:00pm:** Mobile Farm Stand sites
- Remaining time spent for admin work, team meetings, trainings, pop-up events, community outreach

Responsibilities include, but are not limited to:

- Driving truck and trailer (MFS) to neighborhood sites
- Assisting with aggregation prep, sorting, inventory, and packing products for CFS Virtual Market
- Operating the MFS store via a Point of Sale System while engaging current and potential customers to encourage them to try new products and help answer questions about products
- Promoting farmers and local food producers sold at the MFS
- Performing cash, credit, and EBT sales transaction
- Provide quality control and monitoring of produce
- Collecting data/feedback from customers (i.e. surveys)
- Conducting community outreach when needed and customer service for MFS and Virtual Markets
- Attending Coastal Foodshed team meetings (ability for remote access), staff trainings, etc.

Qualifications and Requirements:

- Exceptional interpersonal and customer service skills strongly recommended
- Being multilingual is strongly encouraged (Spanish, Creole Portuguese)
- Familiarity with the Southcoast community and partner organizations not required but a plus
- Experience with sales transactions, and product merchandising desired
- Comfortable with technology and experience with iPads
- Ability to complete tasks in a timely and accurate manner and the ability to work both as a team and independently
- Candidate must be able to lift up to 50 lbs

- This position requires the employee to respectfully interact with persons of various socio-economic backgrounds, farmers, and the general-public
- This position requires the employee to drive a company truck and a trailer
- A valid MA driver's license is required. Only candidates with a safe driving record will be considered
- This position requires reliable transportation
- This position may require weekend work and late evening work

Compensation and Benefits:

This is a year-round, part-time, non-exempt hourly position (30 hrs/week) and compensation is dependent upon experience \$16-\$18/hr. No health or retirements benefits at this time. Paid vacation up to 1 week is available. We do provide free and discounted wholesale produce, trainings, and an experience to be a part of a growing organization working to improve our local food system!

Coastal Foodshed is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.