



## **Job Description**

**Position:** Operations Assistant

### **Position Summary:**

Coastal Foodshed is seeking an immediate part-time, year-round Operations Assistant. The Operations Assistant will support internal operations of farmers markets, farm stands, and virtual market. The position floats between these programs and shares responsibilities with other Operations Assistants. Applicants must be able to prioritize and handle a variety of assignments simultaneously in a vibrant work environment and be willing to work with the public in a socially distant setting.

They will also work closely on a small team made up of two program managers, full-time program staff, plus volunteers and interns. An ideal candidate will be energetic, outgoing, organized, and passionate about community connections and food access. *The Operations Assistant position is subject to change over time given the needs of the organization and has the ability to become a full-time position depending upon funding and growth of the programs.*

### **Immediate Need - Schedule Requirements:**

Applicants must be available now until the end of May for a least 20 of the following hours to be considered.

- Tuesday, 9:00pm - 3:00pm
- Wednesday, 7:30am - 2:00pm
- Saturday, 8:00am - 3:30pm

*Schedule requirements will change in the outdoor season June-October and again in November-May. Weekend work required.*

### **Primary Responsibilities:**

#### Farmers Markets and Farm Stands

- Drive the truck/trailer to sites to set up product/marketing display for the market and farm stand
- Sell products using a point-of-sale system while engaging current and potential customers to encourage them to try new products and promote farmers and local food producers
- Provide general market education and SNAP/HIP information to consumers and vendors
- Collect data/feedback from customers/vendors at market
- Provide quality control and monitoring of produce

#### Virtual Market

- Assist with aggregation prep, sorting, inventory, and packing products for CFS Virtual Market

- Assist with implementation of a weekly SNAP delivery route (pending grant funding)
- Educate new SNAP/HIP customers on how to shop for delivery/pickup on the WhatsGood Virtual Market platform (pending grant funding)
- Deliver Virtual Market orders to SNAP customers in New Bedford (pending grant funding)
- Collect relevant information on SNAP customers for grant reporting (pending grant funding)

**Skills Required:**

- Be outgoing and able to connect with a range of audiences
- Be able to build relationships with people from varied cultural, economic, educational, racial, and religious backgrounds
- Be able to work effectively on a team
- Have excellent verbal communication and customer service skills, with an ability to enforce market rules and regulations
- Have strong organizational skills and attention to detail
- Be able to bend and lift loads up to 50 pounds
- Have access to reliable transportation for delivering orders throughout New Bedford (pending grant funding)
- Have a valid drivers license

Candidates with any of the following skills will be prioritized:

- Spanish speaking or non-english language skills
- Excellent computer skills
- Farming or foodservice experience
- Customer service and administration
- Driving a truck/trailer

**Hours/Benefits:**

This is a year-round, part-time, non-exempt hourly position (20-28 hrs/week) and compensation is dependent upon experience \$15-\$17/hr, plus reimbursement of mileage for deliveries. Employees also have access to free/discounted local products, trainings, and an experience to be a part of a growing organization working to improve our local food system.

**How to Apply:**

Please send resumes and cover letters to [stephanie@coastalfoodshed.org](mailto:stephanie@coastalfoodshed.org) with subject line: "Operations Asst. Position" in the subject line. Applications will be reviewed on a rolling basis.

*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.*