



Farmers Market Internship

REPORTS TO: Hannah Westergaard: Farming Manager - hannah.westergaard@FleetFarming.org

STIPEND: Unpaid Internship - Minimum requirement 8 hours per week.

Hourly Requirements: Must fulfill an 8 hour weekly schedule during the selected times below.

Mandatory On-boarding Day/Potluck: August 24th at 1 pm - 4 pm at 1030 West Kaley Ave Orlando 32805 (Bring a dish for the potluck competition and be prepared to have an introductory department meeting / have tasks delegated for first week objectives to be initiated).

Check your University's deadline for registering for credit

To fulfill your 8 hours per week, you must select from the schedule below to receive business training at the farmers market as well as learning strategies to properly process vegetables as local food entrepreneurs to prepare for vegetable production/sales.

Farmers Market Hours	Address	Processing Vegetables	Address
Audubon Park Farmers Market - Monday 5 pm - 9 pm	1842 Winter Park Road 32803	Monday 1 pm - 5 pm Tuesday 1 pm - 5 pm Friday 1 pm - 5 pm	1030 West Kaley Ave Orlando Florida 32805

****ATTENTION**:** Fleet Farming is on break from the market until October 1st, 2019. If interested in this internship, please contact us to ensure you have tasks to work on between August 24th and October 1st.

REQUIREMENTS:

- IDEAS For Us interns must be a strong communicator and decision makers with the mission of the organization consistently in mind.
- IDEAS For Us interns need substantial knowledge and interest of local/international environmental challenges and have an interest in sustainability initiatives.
- IDEAS For Us interns must work towards the key goals and objectives that best suit the overall needs of the organization which align with its core values towards developing a healthier, more sustainable future for the planet.
- IDEAS For Us interns must give notice before resignation or lengthy vacation periods.
- IDEAS For Us interns must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.
- IDEAS For Us interns must have a reliable means of transportation.

RESPONSIBILITIES (with Branch Manager's assistance):

- ✓ Weekly set goals of task needed to be completed throughout the month.

- ✓ **Period of internship: August 24th through November 30th 2019**
- ✓ Look into every price of each vegetable/ product of Fleet Farming and show a full description of the labor/profit/etc.
- ✓ Research other vegetable vendors prices to help contribute information to better sell the Fleet Farming produce.
- ✓ Help with processing the vegetables weekly and learn how to properly track inventory, learn food safety laws, and pioneer skills in urban agriculture through an apprenticeship.
- ✓ Potentially help with microgreen production, depending on seasonality of the product.
- ✓ Ensure maintenance of the office and the used work space, keeping the office clean.
- ✓ Communicate weekly with a manager in case you cannot make your weekly schedule.
- ✓ Keep a detailed inventory of any crops and propagations for future vegetable yields.
- ✓ Additional tasks that may arise to carry out the success of the program.

SPECIFIC DUTIES:

1. The goal is to determine whether all products of Fleet Farming are helping reach the monthly goals of the organization. At each market, we need help engaging/surveying each customer and make sure they are aware of our free community events. You must create surveys and track the data you collect for an end of the semester review.
2. Research other value added crops/products to submit new ideas to the Farming Manager for review of future investments. .
3. Keep track of inventory and help with the weekly expense reporting and keep an eye on the accounting patterns/ weekly income.
4. Possibly attend and coordinate bi-weekly SWARM volunteer rides twice per month - helping volunteers stay engaged.
5. Look at the spending behavior of the clients who participate in the weekly market and help develop a semester review of the sales.
6. Keep meeting minutes to show progress and keep all interns on task from week to week.
7. Report to the Farming Manager with a bi-weekly timesheet.

ACKNOWLEDGEMENT:

- ★ Must work a minimum of 8 hours per week and turn in a monthly timesheet. I have read and understand the position description above and can perform this duty.
- ★ All photos/videos and intellectual property is owned by IDEAS For Us. You are welcome to take pictures and send them to our Communications Department for social media but the content is not to be used without our permission and is legally owned by IDEAS For Us.
- ★ Any injuries that take place during your time as an intern will not be the responsibility of IDEAS For Us and must be covered by said intern.
- ★ Must reference the operating manual and read through the policies and procedures manual to ensure the proper safety protocols are implemented.

Print Name _____

Signature _____

Date _____

Department Leader _____

*Please print signature page and bring to Onboarding day with your waiver and non disclosure.