Vegetable Sales Manager Position Description

EMPLOYMENT STATUS: Vegetable Sales Manager at $14/ hour
HOURS: 30 hours a week requirement.
REPORTS TO: Fleet Farming Program Manager: Caroline.Chomanics@ideasforus.org

REQUIREMENTS:

- IDEAS For Us Employees must be strong communicators and decision-makers with the mission of the organization consistently in mind.
- IDEAS For Us Employees need substantial knowledge and interest in local/ international environmental challenges with a desire to learn more about sustainability in line with the United Nations Sustainable Development Goals.
- IDEAS For Us Employees 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 Employees must give a full one month notice before resignation or going on lengthy vacation periods.
- IDEAS For Us Employees must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.
- Due to a recent COVID policy, the applicant must be vaccinated to be considered for this position.

RESPONSIBILITIES:

- Promote Fleet Farming services and mission statements to the community through free educational events and farmers markets.
- Organize farmers market and oversee all produce sales on behalf of the organization.
- Ensure the safety of volunteers and interns helping with marketing.
- Oversee the development and maintenance of the kitchen processing area while washing vegetables.
- Communicate with associated team members (Farm Manager, Interns/volunteers, Director, etc.) on a daily basis.
- Communicate with landowners on a monthly basis while keeping track of the plot updates. Organize outreach to farmlette hosts and newsletters, keeping them engaged with information regarding farming operations and farmers market updates.
- Manage the Farmers Markets in your area and continuously push to find new business to ensure produce sales. Outreach to new vendors and management of CSA communication is the primary focus of this position.
- Order supplies for processing and all farming equipment needed for the branch and keep track of inventory of supplies/ tools.
- Print pamphlets, flyers, while helping to promote the installation side of the program. Make sure the farmers market bag is clean and properly organized/ filled with pamphlets and information regarding all other departments of Fleet Farming.
- Additional tasks that may arise to carry out the success of the program.
- All IDEAS for Us Employees must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.

SPECIFIC DUTIES:

1. Setup and manage the Airtable processing protocol/ data collection.
2. Sales management and organizing deliveries/ pick up of vendor opportunities as well as CSA clients.
4. Setup and operation of market booths, plant sales, merchandise sales and all other sales on behalf of Fleet Farming. .
5. Attend any other tabling events on behalf of the organization when they arrive seasonally.
6. Keep the kitchen area clean and eventually help facilitate the microgreen station. Properly clean and label all produce while weighing and organizing them for proper data collection.
7. Periodically update social media with original FLEET FARMING images (all images are the intellectual property of IDEAS for Us). Marketing the product and showcasing the impact through social media is part of this position. All photos must be entered into google drive and saved on the master photo spreadsheet.

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8. Report to Fleet Farming Program Director as needed with weekly check-ins and timesheets/data collection.
9. Start to collect and report metrics to show the impact of farmlettes/branch.
10. Keep adequate bookkeeping and record-keeping to ensure quality control. Develop sales reports on a weekly basis.

Health and Wellness Agreement:
IDEAS For Us is dedicated to protecting the health and well being of our staff. We do not permit any full time or part-time staff to come to work sick or attend any IDEAS community events if they are ill. We may ask staff to submit to a temperature check at our will and reserve the right to send any staff home w/o pay (if their sick days have been used up) and they are deemed a threat to infecting healthy staff. All staff must sign the Employee Health and Wellness Agreement within 3 business days of being hired as an employee of IDEAS For Us.

IN PERSON WORKING PROTOCOL:

- Masks must be worn at all times during our COVID policy protocol.
- Handwashing intermittently between tasks to ensure the utmost hygienic processes to prioritize the resistance of spreading COVID 19.
- Answering phones, emails, texts and all other forms of communication in a timely manner.
- Tracking all hourly time in Airtable and communicating to the team right away when sick away on leave.

All staff receive 14 paid sick days off and paid national holidays. Please notify us immediately if you feel any flu-like symptoms and stay home for a 14 day self-quarantine when fever occurs. Give 1 month notice before resignation or vacation periods.

ACKNOWLEDGEMENT:

I have read and understood the position described above and can perform this duty.

_____ _____

Print Name Signature

Date _____ Supervisor _____

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