Job Posting:

York Fresh Food Farms in York PA is seeking an Operations Coordinator to assist the Farm Manager to carry out York Fresh Food Farms' mission to improve access to affordable, healthy, fresh food. The Operations Coordinator must be energetic, outgoing, reliable, and have excellent interpersonal skills. Experience with farm production, produce preparation and sales, and customer service experience preferred.

Applicants must submit a resume and cover letter that explains your personal connection to York Fresh Food Farms' mission and why you should be considered for the Operations Coordinator position. In addition, applicants will be required to complete York Fresh Food Farms' job application form and provide references, forms W-4 and I-9, child abuse clearance forms, PennDOT driver's license history request and acknowledge and agree to York Fresh Food Farms' policies and procedures.

Reply to: Patty McGuire
pattymc1620@gmail.com

For more information about York Fresh Food Farms, visit
www.yorkfreshfoodfarms.org,
https://www.facebook.com/yorkFreshFoodFarms/
or stop by the farm at 150 Willis Road, York, PA 17404

Operations Coordinator

ORGANIZATIONAL OVERVIEW
York Fresh Food Farms is a 501(c)(3), nonprofit organization that operates a year-round, sustainable urban vegetable farm in South Central Pennsylvania with produce markets and FarmShares (a year-round CSA). Our mission is to cultivate community health through agriculture, access, and affordability by growing, selling, and donating safe, nutritious, affordable vegetables for the underserved, food desert neighborhoods of York, PA.

REPORTS TO:
This position reports to the Farm Manager.

QUALIFICATIONS
High school diploma required, associate's or bachelor's degree preferred. Preference for experience in any of the following: retail sales, customer service, marketing/promotions, farm production, produce preparation, non-profit work.

GENERAL DUTIES
The Operations Coordinator performs a variety of duties to assist the Farm Manager with overall operations, with primary responsibility for produce markets, coordination of employee scheduling and training, cash procedures, promotion of the farm including maintaining website and social media, database management (POS and customer), and generating reports related to farm activity. The Operations Coordinator works onsite at the farm and at retail sales locations as well as special events in the community. Work in the fields and high tunnels may be required as determined by the Farm Manager.
As a nonprofit organization with year-round farming and market operations, York Fresh Food Farms is open to the public and the Operations Coordinator will be engaging with the public, our customers, vendors, community partners, volunteers, York Fresh Food Farms employees and others.

RESPONSIBILITIES
Under the direction and general supervision of the Farm Manager, the Operations Coordinator:
- Assists with recruiting, hiring and training farm and market employees and volunteers
- Coordinates scheduling of employees, volunteers, and volunteer groups
- Implements the marketing plan for produce markets, including but not limited to:
    - publishing promotional information on Facebook, Instagram, other social media and Website
    - coordinating and hosting farm-based educational and volunteer programs such as volunteer days, workshops, tours, and student engagement
    - cultivating and sustaining community partner relationships and sharing informative updates
    - maintaining up-to-date customer database
- Prepares produce for sale or donation; works at produce markets and other sales outlets, and at community events.
    - Optimizes produce presentation and customer service at produce markets
    - Processes online orders; works with market employees to prepare and distribute orders
- Ensures secure and accurate cash handling: reconciles cash drawers for all employees on a daily basis, prepares and makes bank deposits, ensures compliance with cash security policies and procedures with all employees
- Maintains accurate farming records and records of all financial transactions.
    - Maintains POS (point of sale) system and produce sales data, with receipts and payment type (cash, credit/debit/EBT, coupons and other incentives); revenue by type and location (produce market, online sales, wholesale).

- Generates weekly sales and farm reports that include amount and types of produce harvested, amount of produce sold and donated, produce sales by date, location, source of payment and other relevant performance measures.
- Generates reports for financial recordkeeping.

●Assists with produce market inventory—collaborates with Farm Manager to make harvest decisions, order additional produce from local vendors, and price market Items with view to profit margins consistent with nonprofit mission.
●Assists with planting, growing, harvesting of produce and other farming tasks as needed.

Work Schedule
This position requires some weekend and possibly evening hours, with the schedule dictated by the type and timing of farm work, produce sales and special events.

FUNCTIONAL SKILLS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to work independently and efficiently as well as with a team in a fast paced, dynamic environment.
- Respectful, approachable, friendly and team oriented while building strong working relationships and a positive work environment
- Detail-oriented with consistent follow-through
- Excellent customer service skills
- Strong understanding and accuracy with numbers and financial transactions
- Proficient in Microsoft Word, Excel, email and familiar with social media. Willing to learn additional software applications necessary for operations including but not limited to sales and workforce management
- Strong written and oral communication skills
- Ability to work an average of 25-40 hours a week with workday hours that can vary and weekend and evening work required as needed
- Must possess a valid driver's license and clean driving record
- This position involves interactions with youth and requires the completion of child abuse clearances and a background check

PHYSICAL DEMANDS & OTHER JOB REQUIREMENTS
The work environment characteristics and physical demands described here are representative of those an employee may encounter while performing the essential functions of this job.

- Ability to do manual labor (planting, harvesting, moving produce), lift and/or move up to 50 lbs occasionally
- Gross manipulation of legs, feet, wrists, and hands and exceptional hearing and vision. Frequently required to stand; walk; use hands to handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl.
- Ability to work in adverse conditions and extreme weather such as heat, humidity, cold, dirt, dust, pollen, precipitation, wind, and sun.
- Ability to do strenuous outdoor and indoor activities sometimes in temperatures below 35° F and above 90° F.
- Ability to work weekends and occasional evenings as needed.