

Farm Store Manager Whistling Duck Farm LLC

We are a 22 acre certified organic family farmstead specializing in fresh vegetables, seed crops and fermented foods. We have an on-site natural foods store, production kitchen and online sales website, participate in weekly farmer's markets and deliver to local wholesale accounts.

The Farm Store Manager will work directly with the farm owner (Mary) to manage all storefront systems. A training and 6 week trial period will involve learning our systems with a plan to progress to full management. We at Whistling Duck Farm place great value on a positive and enjoyable work environment, no matter the weather or work load. It's important that all team members feel comfortable working together and truly value the work we are doing and the world we are building here. Our storefront is the culmination and public face of our entire farm. Creating beautiful health-giving food and providing a local sales venue and community hub should be an awe-inspiring adventure! The ability to approach every day and every season with that in mind and heart is paramount.

Compensation: hourly \$18.50 24-40 hours per week. PTO/sick leave accrues at 1 hour per 30 hours worked. Bi-monthly store credit plus store discount and fresh veggies available to harvest. We hire based on aptitude and experience – all races, ethnicities, ages, genders, socioeconomic classes and backgrounds encouraged to apply. We are a predominantly mask-free workplace and will never challenge another's right to bodily autonomy, either in our store or on our farm. Please be aware that meat and dairy is sold in our store and store staff must be comfortable handling and stocking. We are a recreational drug and alcohol-free workplace to maintain worker safety and team morale.

Multi-year commitment preferred

The Store Manager's role:

Manage and implement storefront plan and sales goals through all seasons

Set up and open store a minimum of 4 days a week, with a schedule of 3 days a week, 9 am – 3 pm and 1 day a week 10:00 am – 6:30 pm

Manage store crew – train, schedule and direct staff daily

Learn POS system and train staff as needed to use effectively and efficiently; enter data and update regularly

Interface with executive assistant as needed to keep POS system up to date and recordkeeping accurate, and to keep current on farm priorities

Place orders with vendors and receive goods, determine pricing and update POS system as needed

Be available to work occasional Saturdays

Set store displays, learn and implement daily and seasonal sales priorities, manage signage and pricing

Schedule and oversee stocking and cleaning regimens throughout the store

Interface with owner and fellow management throughout the farm/kitchen/store/marketing/executive system through scheduled meetings and daily communication to establish and maintain goals, priorities, staff delegation

Track sales and staffing, and maintain all required process and production records to meet business goals and legal requirements

Participate in any tasks needed to help keep the farm and store running smoothly

Knowledge, experience and skills required:

Knowledge of and passion for organic, local and seasonal foods and healthy eating

Retail sales experience; an ability to stage spaces and communicate well with customers to create a rewarding sales experience and meet sales goals

Excellent communication skills; verbal, written, spatial, and computer-based

Aesthetic awareness; able to discern and create an aesthetically pleasing and functional space

Organized; able to schedule and stage multiple projects and timelines to successful completion

Staff management; train/direct/oversee staff across varied and concurrent tasks

Systems creation and management; able to create systems and implement, including training others

Communication skills; excellent verbal and written language skills, comfortable and effective communicating with a wide range of people using varied formats

Computer skills; Word, Excel, Google Docs, data entry; able to learn our web and POS system interfaces

Team player; able to work comfortably and constructively within our farm team

Creative and innovative; with an optimistic, forward-looking, positive outlook

Adaptable and enthusiastic; able to navigate and thrive in dynamic, changing circumstances

Excellent time management skills; able to maintain focus and work quickly, effectively and efficiently while encouraging and facilitating others to do the same

Detail-oriented; able to understand a comprehensive roadmap and follow it accurately

Big-picture; able to perceive how current decisions and events play into the larger, long-range vision

Comfortable being a part of a rural working family farm in all seasons

Able to navigate on the farm and perform varied physical tasks, able to lift 50 lbs.

Please email a current cover letter with resume and references. Once we receive those three items we will contact you.