

## **YORK FRESH FOOD FARMS**

### **Job Description**

**JOB TITLE:** Mobile Produce Market Assistant

**ORGANIZATIONAL OVERVIEW:**

York Fresh Food Farms is a 501(c)(3), nonprofit organization that operates a year-round urban vegetable farm in South Central Pennsylvania with a June to October Mobile Produce Market operation, winter 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 Supervisor, with day-to-day oversight by the Operations Coordinator.

**QUALIFICATIONS:**

Dependable, hard-working and able to follow verbal instructions. Ability to work as part of a team. A positive attitude, good sense of humor, motivation, enthusiasm, and a strong desire to learn. Good people and communication skills as well as being able to talk and work with culturally diverse groups of volunteers and neighbors are a plus. Being a York City resident and fluency in Spanish are a plus but not required.

**GENERAL DUTIES:**

The Mobile Produce Market (MPM) is a farmers-market-on-wheels selling fresh fruits and vegetables six days a week in over a dozen different neighborhoods in the City of York. The MPM will operate from June through October, with a reduced schedule during winter and spring. Customer service and retail sales experience is preferred but not required. Work is outdoors in a variety of weather conditions.

Responsibilities

- Prep (clean and trim) and package harvested produce for market.
- Load market vehicle with vegetables from walk-in refrigeration.
- Set up farm stand with canopy, tables, crates, bins, boxes, displays and signs.
- Assist customers with produce selection
- Process sales, total customers' orders, collect money, make change, process debit/credit/SNAP-EBT charges and take and record coupons and other food assistance payment.
- Restock and refresh produce display.
- Tear down market and load market vehicle.
- Unload market vehicle and put produce away in designated locations.
- Clean and restock market vehicle.
- Record sales and other market activity.
- Drive market vehicle to and from mobile market locations.
- Assist in produce inventory as requested.

Work Schedule

This position is part-time and field based in person. It requires morning and afternoon/early evening hours and some weekend hours, with the schedule dictated by the MPM schedule.

**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.

- Good people and communication skills
- Comfortable with numbers and basic arithmetic
- Self motivated
- Familiar with vegetables and how to use
- Conscientious and respectful
- Positive attitude and good sense of humor
- Willing to take instruction
- Able to work independently as well as part of a team
- Capable of working outdoors in adverse conditions
- Physically fit and able to lift and carry up to 40 pounds
- Reliable transportation to and from work
- Valid Pennsylvania driver's license and a clean driving record

Bonus skills and experience:

- York City resident
- Fluency in Spanish
- Customer service or retail experience, particularly involving food.

**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 strenuous outdoor and indoor activities sometimes in temperatures below 35° F and above 90° F.
- Ability to work in adverse conditions and extreme weather such as heat, humidity, cold, dirt, dust, pollen, precipitation, wind, and sun.
- 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 and talk or hear.
- Ability to work weekends as needed.
- Must have reliable transportation to and from work.
- Must possess a valid driver's license and clean driving record (if driving farm vehicles).