



Philly Forests

Farming | Greening | Learning

Food Retail Manager Job Description

Job Title: Food Retail Manager

Location: Philadelphia, PA

Term: Seasonal from May to December

Pay Rate: \$18/hour

Requirements: Weekends mandatory

About Philly Forests

Philly Forests is a small-scale, 8-acre regenerative farm that is split between Northwest Philadelphia and Westtown, PA in Chester county. We are a social enterprise that aims to bring environmental justice and restore wildlife habitat through agribusiness. Our farmers markets and CSA program support the Urban Ecology Program where trees, shrubs, and perennials are distributed for free in Philadelphia's 13 zip codes with the lowest tree canopy.

Headquartered in Germantown, Philadelphia, PA, Philly Forests works with small farmers, historic organizations, food businesses, local schools, public garden institutions, and neighborhood groups throughout the region to develop meaningful methods of engagement with Philadelphia's local food and eco- systems.

More information on Philly Forests is available at phillyforests.com.

About This Role

The Philly Forests **Food Retail Manager** will be responsible for preparing materials and managing flow of the CSA program and Farmers Markets. With CSA pickups during the week and farmers markets on the weekends, this role will be key in streamlining admin and on-the-ground operations with the assistance from the farm crew. We are aiming to fill this role with a person who is enthusiastic about local food systems, is well-organized, and an open communicator!

The Food Retail Manager reports to the Director of Philly Forests, and accomplishes 27-30 hours weekly. Weekends are required.

Responsibilities

CSA Program

- Coordinate number of shares needed on CSA pick up days and communicate numbers to the farm team for adequate harvest
- Accept deliveries from local food producer partners that will complement weekly CSA loads
- Set up CSA display at the farm and ensure farm crew can confidently break down independently
- Use CSA newsletter template and send out monthly to members
- Coordinate proper storage of crops

Farmers Market

- Make harvest from the farm crew farmers market ready
- Manage day-to-day farmers market operation (set up, break down, using community partner storage space, etc)
- Participate in marketing efforts with team and volunteers
- Assist customers in checking out at register (using cash, card readers, EBT equipment, FMNP checks, and Food Bucks) when crew member is on break
- Maintaining a bountiful and attractive vegetable display at all times, monitoring inventory and replenishing often
- Welcoming vendors and ensuring their comfort and visibility

- Manage farmers market inventory (rubberbands, berry baskets, etc) and submit order form to Director as needed
- Welcoming musicians and/or workshop facilitators and acclimating them to allocated space
- Send social media posts to Director to advertise market finds

Candidate Requirements

1. High School Diploma or equivalent, plus experience in food retail setting
2. Ability to demonstrate compassionate communication to customers, interns, and fellow staff members
3. Basic knowledge of local vegetables and ability to speak to customers about growth habits, basic nutritional value, and recipe suggestions
4. Ability to set up elaborate farmers market stand on time and track vendor attendance habits
5. Ability to use and keep track of Philly Forests POS equipment and charge the electronic items before each market day
6. Ability to instill morale for our mission in community supporters and social media followers on occasion
7. Keep general notes on the farmers market (customer flow, buying habits, vendor sales health, customer suggestions, etc) for team meetings
8. Ability to be prompt to meetings and workdays

Additional Details

- Philly Forests staff members get a free CSA membership for the 2023 season
- Start Date May 1st, 2023. Three weeks of pre-season training and two weeks on site training

To Apply for this Position:

Complete online application found at phillyforests.com/get-involved