



Farm Retail Assistant —Lexington Community Farm—Lexington, MA

About the farm:

Lexington Community Farm (LexFarm) is committed to increasing access to certified organic produce for households of all income levels. We donate produce through two local food rescue organizations and work with the Commonwealth to accept SNAP and HIP benefits.

We grow on roughly 5 acres of farmland in Lexington that has been farmed continuously for hundreds of years. Our goal is to improve the land we grow on, while providing food for our community. We sell directly to our customers with Summer, Fall and Flower CSAs and a busy farm stand.

The farm stand is where we sell LexFarm vegetables and food from other farms and local businesses, and where we distribute to our CSA shareholders. In addition, we grow and sell thousands of organic flower and vegetable starts for our local gardeners. The farm stand is also a place of community connection and building, and where we share knowledge and love of local produce and food, education and volunteer opportunities.

In 2022, farm production will focus on improving yields, increasing efficiency, and improving soil health through reduced tillage/no-till practices, improved drainage, and targeted amendments. Farm leadership gives staff the education they need to succeed and take ownership of tasks.

Job Description:

The Farm Retail Assistant will work closely with the Manager to set up, stock, and operate and clean the farm stand before, during, and after retail and CSA distribution hours. The Assistant will help the Manager curate the quality of the farm stand and retail shopping and CSA pickup experience.

The Assistant will help harvest and arrange flowers for our cut-flower program.

The Assistant will collaborate with work shares and volunteers to provide excellent customer service, distribute CSA shares, maintain visual merchandise displays and cleanliness of the farm stand.

Occasionally, the Assistant will manage the store in the absence of the Manager, executing daily operations and directing workshares and volunteers in accordance with established guidelines.

The Farm Retail Assistant's duties include:

Farm Stand

- Water plants and seedlings displayed at the farm stand
- Create a clean, attractive and welcoming display in the farm stand, including educational signage for farm-grown products.
- Daily general farm stand cleaning
- Learn and comply with food safety guidelines.
- Wash, display and store produce.
- Assist with sale of retail produce and talking with customers
- Learn about government-subsidized benefits that some customers use to buy fresh food and execute those sales with the same level of accuracy and compassion provided to all customers.
- Assist with implementation and monitoring covid-19 safety and sanitary procedures, including social distancing rules both inside and outside farmstand and LexFarm disinfecting protocols within the farmstand and areas outside the farmstand building.
- Weekly pickup of products when necessary (mileage reimbursed).
- Assist with social media (Instagram and Facebook postings)

CSA

- Assist with CSA distribution
- Assist with creating PYO signage prior to the opening of the farm stand

Hours (may vary for the right candidate):

The Assistant's typical work week is Wednesday through Saturday. There are a few exceptions, for seedling sales and special events.

Like many agricultural positions, the weekly work hours vary over the course of the year.

May (15 - 22 hours/week)

Fr 10 - 6

Sa 8 - 3

Su (2x/May) 8 - 3

June - mid-October (31 hours/week)

We, Th, F 10 - 6

Sa 8 - 3

Mid Oct - Dec (15 hours/week)

Fri 10 - 6

Sat 8 - 3

Requirements:

- 1-year customer service experience. Some experience working outdoors is preferred, and an interest in organic farming is encouraged.
- A positive attitude and good sense of humor, in all kinds of weather
- Comfortable working with and learning computers, point of sale platforms, google suite, excel, and word
- Demonstrated ability to follow directions and work independently
- Ability to bend and lift 50 pounds repeatedly. Vegetable bins weigh up to 50 pounds; setting up the CSA and farm stand daily. Is a workout!
- Responsible and punctual
- Ability to commit to the full season (May-October)
- Employment is contingent upon 1) proof that you are fully vaccinated against COVID-19 in accordance with CDC guidelines or 2) verification and medical documentation that the vaccine is medically contraindicated.

Compensation and Benefits:

- \$15.00/hour
- Healthcare stipend of 10% of total wages (for an effective hourly rate of \$16.50/hour)
- 3 paid vacation days
- Vegetable share from the farm (valued at \$880)
- Discount of 25% on local products in the farmstand

Please send a resume and letter of interest to employment@lexfarm.org. We look forward to hearing from you!