



Shift Manager & Vendor Liaison Position Description

Acorn Farmers' Market & Café is seeking a Shift Manager & Vendor Liaison (SM) to join our team. The SM will have a strong commitment to and passion for growing the local food system, and demonstrate enthusiasm for local food. This person will manage store operations, staff and volunteers on Fridays and Saturdays, and coordinate vendor relationships for the store.

Responsibilities

- Assist the Store Manager with general operations of the market including:
 - Opening, closing and operating of the store on Fridays and Saturdays
 - Oversee employees and volunteers and providing ongoing education for employees to ensure superior customer experience
 - Oversee merchandising and store organization/cleanliness
 - Maintain a sanitary and safe environment in the store
 - Engage customers with the Acorn model and season offerings
 - Maintain receipts and balancing register drawers for accuracy
 - Demonstrate a positive attitude and passion for local food and set an example for the rest of the staff
- Serve as the staff vendor liaison which includes:
 - Develop and maintain relationships with current and prospective vendors
 - Communicate effectively with active vendors
 - Manage the flow and variety of the fresh produce, dairy and meat to ensure abundance and the best selection for customers
 - Recruit and onboard new farmers and vendors
 - Inform and train staff about new vendors and products on an ongoing basis
 - Communicate with staff what vendors are expected to deliver over the course of the week
 - Assist with receive deliveries from producers on Fridays and Saturdays, maintain store inventory and ensure product restocking
- Coordinate marketing efforts on Friday and Saturday including:
 - Daily social media posting highlighting market and café happenings

Qualifications

- Demonstrated desire to work in a mission-driven business.
- At least 1 full season experience with a farmers market or equivalent
- Experience in working with local producers (produce, meats, dairy, etc.) is required
- Retail produce and management experience are preferred . Proven ability to direct and maintain inventory, produce mix and merchandising standards. Working knowledge of point of sale systems and accurate cash handling procedures is required.



- Detail-oriented, with excellent communications and supervisory skills and the ability to handle multiple demands.
- Demonstrated appreciation and joy in other people and the ability to maintain a calm demeanor under challenging circumstances is required .
- Demonstrated experience with servant leadership. For example, the proven ability to lead by example, show a positive attitude at all times, and sustain a contagious energy throughout the entire shift.
- Demonstrated customer service orientation to build a store culture that is warm and inviting to our guests, employees, volunteers, and vendors.
- Dedication to learning from others, demonstrated by constantly sharing information and asking questions.
- Ability to work shifts as scheduled and flexibility to work additional hours and/or different hours based on changing needs of the business.
- Demonstrated skill in selling, including anticipating the needs of customers and implementing the appropriate action or solution as required.

Compensation and Benefits

- Fridays from 9:45 a.m. to 6:30 p.m, Saturdays from 9:45 a.m. to 6:30 p.m.
- Compensation rate is set at \$15/hr.
- Access to fresh, local foods.
- Positive and cooperative work environment.

Physical Demands

- Constantly standing for hours at a time on a concrete surface
- Occasionally go up and down a ladder to stock shelves
- Frequent bending and twisting
- Constantly lifting and carrying up to 50lbs
- Constantly standing, walking up to 10,000 steps during a shift (4-5 miles)

About Acorn Farmers' Market & Café

Acorn Farmer's Market & Café is a 501(c)3 nonprofit organization focused on supporting community health and economic viability of local farmers. Acorn runs a market selling locally sourced products on consignment including meat, dairy, produce, baked goods, freshly prepared ready-to-eat foods, and café items . Products are priced by the producers for the Manchester community. Farmers and vendors keep 75% of each sale--which is more than 4x the national average rate farmers are paid for their products.

To Apply

Send a cover letter and resume with two professional references to the Store Manager, Kenny Frost at kenny@acornfarmersmarketcafe.org. Application deadline is November 28th at 6:00 p.m.