



Vancouver Island Providence Community Association  
1843 Tzouhalem Road      Tel 250 746 4204      www.providence.bc.ca  
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## **Produce & Farm Sales Manager: Job Description**

Providence Farm is hiring for a produce and sales manager who will be responsible for the processing, marketing and selling of organic farm produce from the Market Gardens, Greenhouses, and Field Crops at Providence. This job will be in the context of working with participants at the farm and supporting the therapeutic and training purpose of the programs at Providence Farm. We are looking for a well organized, energetic person who thrives at promoting and selling quality produce and loves working with people. Shared work arrangements will be considered.

This is a seasonal position, from March 15<sup>th</sup> until October 15<sup>th</sup>. March 15 – June 1: (25 hours/week), June 1 – October 15: (33 hours/week)

For a detailed job description, please go to [www.providence.bc.ca](http://www.providence.bc.ca)

Email resumes and cover letters to [provfarm@providence.bc.ca](mailto:provfarm@providence.bc.ca), or bring them to the farm's main office by March 5<sup>th</sup>, 2010.

**Wage:** Starting at \$15.00/hour

### **Hours:**

March 15 – June 1: (25 hours/week)

Wednesday 8 – 4,  
Friday 8-4,  
Saturday 7:30 – 4:30

June 1 – October 15: (33 hours/week)

Tuesday 8 – 4,  
Wed. 8 – 4,  
Friday 8 – 4,  
Sat. 7:30 – 4:30

### **Duties:**

- Through ongoing communication with the growers at Providence Farm, maintain a rolling inventory of what produce is available and will be coming available as the growing season progresses.
- Make and maintain contacts with sales outlets, including restaurants, wholesale customers, and farm store customers.
- In collaboration with the growers and store managers, set produce prices competitively in accordance with other local sales markets.

- Supervise and train participants and employees to clean & prepare produce for selling or preserving.
- Responsible for creating a warm and professional presence in the various sales areas: creating an attractive display at the farmers markets, ensuring coworkers are prepared with adequate set up time and clean 'uniforms' on.
- Create new signage for produce sales & information about farm programs to be displayed in the Nursery, store, and farmers markets.
- Priority for sales will be on fresh goods from the nursery/greenhouse & market gardens
- Post Harvest: Growers are responsible for providing Harvesting sheets to the Produce & Farm Sales Manager.
- Quality Control: ensure produce that is going for sales is graded and cleaned, with attention to high quality. Seconds are to be set aside for freezing or preserves.
- Responsible for seeking and nurturing positive working relationships with different sales outlets
- Responsible for setting up and selling produce at the Duncan Farmers Market and the Chemainus Farmers Market.
- Keeping an accurate inventory before and after market & reconciling cash on market days

### **Skills & Qualifications**

- Community Support Worker or equivalent experience/education
- Strong supervisory skills
- Valid driver's license
- Retail Experience dealing with cash
- Good working knowledge of produce and plants
- Friendly and professional demeanor
- Excellent organizational skills and attention to details
- Dedication to quality, and ability to be a good ambassador for Providence Farm.