



Position Available: Market Manager

Locations: Farm - Kirkville, NY; Office - Minoa, NY; travel throughout CNY

Position Start Date: Mid-Late February 2024 ideal, latest March 11, 2024

Reports To: Executive Director and Farm Manager

Employment Status: This is a year-round full-time position (40 hours per week)

Pay: Hourly, \$19.00/hour

Salt City Harvest Farm grows food, culture, and community through the cross-cultural exchange of food traditions with access to land, education, and economic opportunities.

Summary of the Position: The Market Manager plays an important role in connecting the farm with the wider community not just in terms of delivering our products but as a key player in developing relationships and brand identity for SCHF. The Market Manager will work as a liaison between SCHF growers, food pantries, and local markets. The Market Manager will help maintain the Community Pavilion, post-harvest equipment infrastructure, food safety standards, quality control, and customer fulfillment. This position will work closely with the Farm Manager and support the apprenticeship program as needed.

Key Duties & Responsibilities:

- Regularly meet with SCHF growers, providing technical assistance in crop planning, identifying their objectives, accessing markets, and outline objectives and procedures.
- Ensure accurate, efficient, timely, and safe packing & distribution of all orders.
- Develop connections with market outlets, food pantries, farmer's market managers, and direct market customers (CSA, farmers market) to coordinate the purchase of produce.
- Attend SCHF staff meetings.
- Serve as an ambassador for SCHF.
- Create, track, and organize invoices and receipts from customers and vendors.
- Table at farmers markets including CNY Regional Market and other community events.
- Deliver orders to different markets throughout CNY using the farm van.
- Support SCHF growers and apprentices in field work as needed, focusing on harvest and post-harvest processing.
- All other responsibilities as assigned.

Skills & Qualifications

- A minimum of 1 year experience working on a farm, processing facility, or other food related business is preferred.
- Knowledge of food safety and quality standards.

- Ability to lift up to 50 pounds and stand for up to 8 hours a day.
- Strong communication, organization, record keeping, and time management skills.
- Experience with working with spreadsheets and Google Workspace, a plus.
- Familiarity with operations of a CSA program, running a farmer's market table, coordinating with food purchasers.
- Possess a driver's license with a clean driving record.
- Familiarity of navigating throughout CNY.
- High attention to detail.
- Ability to work as part of a team, as well as independently.
- Ability to work with others from different cultural backgrounds is a must.

Additional Details:

- This position does require weekend work, especially during the growing season. Work schedule is more flexible during the off season.
- When working the CNY Regional Market, our start time is usually around 5:30 am on a Saturday. We try our best to rotate staff for this market so we don't get burnt out doing it every single weekend. If the idea of getting up with the sun and working a busy farmers market sounds awful, this position might not be for you.
- We do have a farm van for doing deliveries. In the case you need to use your personal vehicle for anything work related, you will be compensated for your mileage.
- This is a year-round full-time position (40 hours per week), grant funded position funded throughout 2024. We are planning for this position to extend beyond the scope of the initial grant funding. Benefits include generous paid time off and paid holidays.

To apply: Please fill out our online application found on [our website](#). (You may want to copy the questions and fill out on word or google docs, then copy and paste into the form so that you don't lose your work!) Ideal start of this position is mid-late February 2024. Ideally this position starts no later than March 11th.

Equal Opportunity Statement:

Salt City Harvest Farm is an equal opportunity employer committed to increasing cultural diversity within the organization and CNY's food community. SCHF does not and shall not discriminate based on race, religion, gender, age, ancestry, disability, or sexual orientation. Employees are hired based upon personal capabilities, experience, and skill set. We encourage people from all walks of life to apply.