



## Distribution Assistant Manager

Gorman Farm began in 2008 and over the last 10+ years has strategically grown and expanded while maintaining the utmost quality in producing fresh, local produce. This season, Gorman Farm is poised to grow even further and to do that we are seeking a leader for our Distribution Team. Successful candidates can manage the logistics of day-to-day operations and get excited about creating a place in the community where quality produce and the membership experience is foundational.

Our CSA member's experience is seasonal, from Strawberry Fest to our Summer CSA and closing the year with an Early Winter CSA. We are seeking candidates who can make a minimum of a full season commitment, from June through December. Yet we aim, for candidates that want to be with us for multiple seasons and can bring a value add to our team and culture. The Distribution Assistant Manager would be trained in the day-to-day aspects of fulfilling our weekly CSA distribution with the intention of taking the reins and managing our distribution operations.

Gorman Farm has succeeded in achieving a high member retention rate which translates to a positive work environment. Most of our members have been with the CSA program for multiple years and the quality of the produce and the member's experience sells itself. With a relatively small crew, we all work together throughout the production chain and consider one another part of an extended farm family. We are an ambitious farm, small enough that your presence will really have an impact and large enough that you will get a diversity of experience.

Moving forward, we're looking for a candidate who can provide consistency, stability and organization to our Distribution Team as well as a positive attitude. While a love for local food, farming and nature are not a prerequisite, we hope to encourage these traits in our employees as well as our member community. Our goal is to continue Gorman Farm's strategic growth as an operation and within the community. We aim to create a central hub for our member's experience to interact with their food and with one another.

We seek your participation in helping us reach our internal goals of continued strategic economic growth as a business. The position will enhance our ability to uphold our reputation in the community as a horticultural operation that provides a high quality, nutritious product and continually aims towards sustainability. Coupled together we can accomplish our mission of providing the best source of organic vegetables with a unique and awesome experience for our members.



## Distribution Assistant Manager: Details of the Position

### Essential Duties and Responsibilities:

- Efficiently manage the CSA distributions through consistent knowledge of the product on hand, potentials, and efficient mobilization throughout the facility.
- Organize and manage all the product post-harvest through proper product rotation and charting.
- Build and maintain harvest, distribution and inventory charting
- Display the CSA product in an efficient and aesthetic way using the systems already in place.
- Maintain the farm stand and fridge sanitation and aesthetic inside and out
- Manage the interface of customers, general public and all the incoming streams of relations that the farm receives
- Facilitate communications with and donations to local food banks and food pantries.
- Supervise any other staff or volunteers assisting with CSA distribution
- Ability to lift and carry 50 lbs and mobilize large pallets of produce
- Ability to work in non-climate controlled environments
- Valid driver's license

### Desired Skills and Knowledge:

- Excellent and friendly communication skills, written and oral
- Microsoft Office; Google Suite; Square Point of Sale for managing CSA charting, member detail updates, customer database interface and retail sales.
- Organization and ability to manage multiple projects simultaneously
- Self-starter: Knowledge of how to seek out help and support independently

### Desired Experience:

- Experience supervising and working with other staff members collaboratively and creatively through proactive communication
- 2+ years experience in retail, produce handling, distribution or similar related field
- Experience in racially and culturally diverse workplaces and experience working across differences.

### Compensation and Commitment:

- Hourly pay starting at \$18/hour – opportunity of salary for multi-season commitments
- Employment period: mid-May thru December
  - This position will begin as full-time seasonal but with adequate performance and management, it can become a multi-season position or a full-time position.
- Weekly scope - approx. 40 hrs/week (pending the harvest season)
  - Four days on per week (Tuesday – Friday)
- Vegetable share throughout CSA distribution season



## Distribution Assistant Manager: Application

Please email a resume, two references and answer to the following questions to:  
[info@gormanfarmscsa.com](mailto:info@gormanfarmscsa.com).

- Contact information (phone & email)
- Are you local or willing to relocate if offered the job?
- Past experience (previous work with produce, agriculture production, CSA, cash register or check out and point of sale)
  - Please include here or in your resume details on your last three places of employment (duration, rate of pay and reason for leaving)
- Other related skills or experiences (any retail, customer service, display, knowledge of food and cooking, knowledge of local produce)
- A little bit about yourself, your interests (even if not farm related), short term &/or long-term goals, what are you passionate about?
- Do you currently, or have you ever participated in a CSA?
- Do you have any outside commitments that conflict with the work requirements?
- Do you have any time constraints or restrictions with the time involved weekly or seasonally? Do you anticipate any absences from work on a regular basis?
- What is the maximum amount of hours you can work in a week? Do you have foreseeable constraints on daily start or end times?
- What is the minimum amount of hours acceptable?
- Are you comfortable communicating with people?
- Do you have reliable transportation? Do you have a valid driver's license?
- Do you have any restrictions/reservations on performing the essential functions of this position? Are you capable of lifting 50 lbs and mobilizing large pallets of produce?
- Any special circumstances or situations we should know about prior to?
- Have you ever been fired or let go from a previous employer? If yes, please explain (briefly).
- How did you hear about the job?

If you have questions about this position, about the application process or about Gorman Farms / CSA, please direct them to Kathryn Underwood – [info@gormanfarmscsa.com](mailto:info@gormanfarmscsa.com).

We schedule interviews on a rolling basis starting in January with a start date on or before May 15<sup>th</sup>. There is some flexibility in this schedule, please indicate if the timing poses a challenge to your application.