



Operations Manager

LOCATION: Community based Farmer's Markets in NYC areas: Bronx, Brooklyn, Queens, and Manhattan. (For further information you can go to our website)

DEADLINE: June 18th 2012

WAGE CATEGORY: Hourly (\$15/hr)

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supervise and manage Site Monitors responsible for Harvest Home market locations
- Coordinate and facilitate the daily schedules, market assignments and work flow
- Enforce market documentation requirements, stall assignments and grievance procedures as outlined in the "Market Operating Procedures."
- Review each farmer's crop plan to ensure that farmers are in compliance with the market growing policy.
- Work with farmers to help maximize revenue opportunities and ensure compliance. Take ownership of market and foster a sense of pride in the community.
- Oversee EBT operations and prepare and submit monthly reports.
- Maintain safe-keeping of all market supplies included but not limited to: reporting forms, signs, banners, flyers, etc. provided by Harvest Home Farmers Market. Reports to: Director

QUALIFICATIONS:

- Must have vehicle
- Must be bilingual (Preferably Spanish, Chinese, French, or Russian)
- Knowledge of the community and stakeholders
- Reliable and willing to commit to the entire market season
- Ability to work independently and as a member of a team
- Strong customer service and interpersonal skills
- Some knowledge of harvesting season and regional produce preferred but not necessary
- Must be a fast learner
- Must be flexible for schedule changes, which may include weekends and weekdays
- Ability to work from both home and office as assigned

HOW TO APPLY: Email resume and cover letter to info@harvesthomefm.org. Include in the subject line "Operations Manager." Please provide your phone number. **No phone calls please.**