JOB DESCRIPTION

Position Title: Farmstand Operations Coordinator

Term of Office: May 1 – October 31

Supervisor: Farmstand Director

Remuneration: Volunteer

Hours of Work: 8 hours per week (minimum)

General Scope of Duties

The Farmstand Operations Coordinator will be responsible for the daily operations of the Farmstand during the period the market is open.

Major Duties and Responsibilities

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<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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| Supervisory Function              | 35%     | - Responsible for overseeing daily operations of the Farmstand for one Farmstand day  
|                                   |         | - Includes organizing volunteers and Customer Service Representatives, and end of day financial statements, and ensuring the Farmstand image is maintained |
| Communications Function           | 25%     | - Respond to general inquiries and deal with customer feedback  
|                                   |         | - Work with other Farmstand executive to ensure smooth operations  
|                                   |         | - Maintain strong communication with Director, fellow executives, CSRs and volunteers  
|                                   |         | - Create new methods of attracting customers to the Farmstand |
| Advertising & Promotions Function | 35%     | - Ensure that any advertising material from Farmstand affiliated parties are well kept and in clear view to the public  
|                                   |         | - Create new methods of attracting customers to the Farmstand  
|                                   |         | - Coordinate a consistent brand to all Farmstand material  
|                                   |         | - Create a social media presence  
|                                   |         | - Ensure the Farmstand presence is known throughout the year, even when the market does not run |

Comment [jb1]: Do we want to add in the CSR responsibilities into the JD? I feel like for this role specifically, it might be valuable. Open to suggestions!

Comment [jb2]: With all of the other event / promo exec, these are covered
Farmstand Operations Coordinator Job Description

Other 5%
- Be an active member of the Farmstand community
- Other duties as assigned by the Farmstand Director
- Provide feedback on the service experience
- Attend executive meetings as scheduled

Knowledge, Skills and Abilities
- Organizational and time management skills
- Leadership and supervisory skills
- Public relations skills, experience in advertising
- Strong knowledge of sustainable eating and local foods
- Creativity
- Excellent written, interpersonal and oral communication skills
- Excellent team work abilities are an asset

Effort & Responsibility
- Judgment required to make good human resources decisions
- Responsible for the supervision of paid and volunteer staff members
- Responsible for maintaining an appropriate and positive image of the MSU
- Frequent heavy lifting required

Working Conditions
- Time demands may exceed stated hours of work
- This position involves working closely with the rest of the executive team in a positive, supportive, and productive environment
- Work is performed in a shared office space
- Work will be performed both indoors and outdoors (weather dependent)

Training and Experience
- Participation in the annual MSU Management Trainings is mandatory (provided)
- Previous experience in and/or a passion for sustainable eating an asset
- Previous management/supervisory experience an asset
- Completion of the Hamilton Food Handling Safety Course (provided)

Equipment
- Computer in shared office
- Cash Register
- Debit and Credit machines
- Student Card machine
- Meridian telephone system

Comment [jb3]: Only if we’re adding in CSR duties