



Farm Stand Coordinator
Position Announcement

Position Description

Urban Tilth has an immediate opening for a part-time (20 hours a week) Farm Stand Coordinator.

This position will be responsible for assisting in the preparation, hosting, and breakdown of 4 weekly farm stands in different parts of Richmond at the following times and locations:

- Tuesdays:
 - Location: Crescent Park Apartments
 - Time: 12:00 pm -4:00 pm
- Wednesdays:
 - Location: Lucas Park
 - Time: 12:00pm - 4:00pm
- Thursdays:
 - Location: McGlothen Temple Church Parking Lot, North Richmond
 - Time: 12:00pm - 4:00pm
- Fridays:
 - Location: Parchester Village Neighborhood Center
 - Time: 12:00pm - 4:00pm

Position Responsibilities:

- Assist in the prep and facilitation of 4 free farm stands in Richmond per week.
- Assist in the outreach to local Richmond, San Pablo, and North Richmond community members about our farm stands
- Assist in the distribution of information about our programs during farm stands.
- Assist in the procurement of farm stand produce from CSA and Farm and Gardens Programs
 - ie. sometimes harvesting/washing/bundling produce
- Ability to stand between 1-4 hours at a time
- Assist in logging and weighing produce on paper and into spreadsheets
- Assist with Demos and Special Farm Stands
- Assist in Farm stand presentation
- Assist in keeping supplies organized

Required Skills:

- Within 30 days of hiring, obtain a Food Handlers Certificate
- Proof of valid driver's license, safe and clean driving record

- Excellent customer service and communication
- Ability to lift 10 - 50 lbs consistently
- Experience working in Richmond and West Contra Costa County
- Comfortable moving around in Richmond neighborhoods

Desired Skills:

- Prompt, hard worker
- Initiative to complete a task that needs to be completed
- Excellent conflict resolution skills
- Excellent verbal communication skills
- Collaborative yet self-driven work style
- Comfortable managing multiple tasks and picking up new tasks as needed
- Bilingual Spanish/ English speaker
- Ability to work as a team

Compensation:

- Starting wage \$20.00 per hour
- Sick leave, wellness fund, paid holidays

*Low income, people of color, women, LBGTQ, Richmond/San Pablo and West Contra Costa County residents are encouraged to apply.

How To Apply:

Send resume, cover letter, 3 references, and a current copy of your driver's license and references via mail or email to:

ATTN: Farm Stands Coordinator Hiring Committee
Urban Tilth
323 Brookside Dr
Richmond, CA 94801
510-232-0911
employment@urbantilth.org