



## Southwest Farm Fresh Cooperative

30 N Beech St, Unit B, Cortez, CO 81321

buylocal@southwestfarmfresh.com

[www.SouthwestFarmFresh.com](http://www.SouthwestFarmFresh.com)

### **POSITION TITLE:** Assistant Manager

- Part time (up to 30 hours/wk – can vary by season)
- \$17/hr starting
- Start date: As soon as possible
- Schedule: Co-op closes during Thanksgiving week, and for two weeks in late December.

### **COMPANY DESCRIPTION:**

We are a dozen small family farms from three counties in southwestern Colorado that came together in 2014 to form the Southwest Farm Fresh Cooperative, a farmer-owned and -controlled business. Our markets were primarily wholesale, but we now sell most of our products through our online market. Our mission is “to aggregate, store, market and distribute locally produced agricultural products from farms and food businesses of southwestern Colorado. The cooperative’s successes will be measured by our ability to be economically viable, socially responsible and good stewards of the land and community.”

### **JOB DESCRIPTION:**

This position coordinates many of the complex business tasks of SWFF, and will interface with the Marketing Coordinator and the book keeper. The Assistant Manager will be supervised by the Operations Manager.

### **RESPONSIBILITIES:**

- Manage online marketplace, including helping farms to manage their accounts, setting up items, tracking payments, processing credit cards, building orders for wholesale customers and box programs, checking farm invoices, and updating inventory each week
- Respond promptly to any customer needs that arise
- Interface with other organizations working with SWFF such as food banks and other food hub distributors to coordinate product movement, payments, etc.
- Maintain a schedule of renewals for licenses, insurance, and equipment maintenance
- Work a full day in the warehouse on sorting day
- Work with OM on longer term projects as needed, which might include developing an employee handbook, updated volunteer SOPs, etc.
- Order supplies for warehouse as needed
- Work with OM to ensure quality control on all products, deal with any issues that come to light during sorting by talking to farms.



## **Southwest Farm Fresh Cooperative**

30 N Beech St, Unit B, Cortez, CO 81321

[buylocal@southwestfarmfresh.com](mailto:buylocal@southwestfarmfresh.com)

[www.SouthwestFarmFresh.com](http://www.SouthwestFarmFresh.com)

- Interface with Marketing Coordinator and membership committee in tracking membership status, member volunteer hours, and keeping email lists up to date.
- Check in at least weekly with OM, discuss direction of work, quality of customer experience, and any opportunities or challenges that arise.
- Other tasks as needed

### **MINIMUM REQUIREMENTS:**

- Background in foodservice, farming, or other food business-related area
- Excellent customer service skills
- Excellent written and verbal communication skills
- Maintain own work schedule that allows for the timely completion of tasks
- Must exude a passion for the viability of small farms and local food systems
- Communicate clearly, and in a timely way with the SWFF manager, customers, and stakeholders
- Basic business experience including familiarity with markups and margins, branding, and basic budget management
- Promote the interests of SWFF in good faith

The position pays \$17/hour, and includes a substantial discount in the online market.

### **HOW TO APPLY:**

Send a resume, cover letter, and professional writing sample to:

[buylocal@southwestfarmfresh.com](mailto:buylocal@southwestfarmfresh.com)