



JOB DESCRIPTION

Produce Sales Coordinator Full time Tuesday – Saturday (37.5 hrs per week) £19.529 per annum

Main Purpose

Clinks Care Farm Ltd is a social enterprise growing and rearing produce for the local market and supporting disadvantaged people living in the Waveney Valley and surrounding area. The care farm uses the land and its environment to provide therapeutic placements and meaningful activities.

The main role of the produce sales coordinator is to increase the turnover of sales of produce. To do this the produce sales coordinator will successfully develop and manage outlets for Clinks farm produce, which includes meat, vegetables and eggs. This will be done our barn shop, farmer's market stall, vegetable box scheme and other local outlets. The produce sales coordinator will be promoting and ensuring continuity of stock. This will be jointly done with other farm staff.

Position

The produce sales coordinator will report directly to the Farm Manager and/or directors of Clinks Care Farm Ltd.

This position is for 3 years and is subject to a 6 month probationary period.

Duties

1. To develop markets and outlets for Clinks Farm produce and increase turnover
2. To manage the vegetable and meat box scheme and increase customers
3. To develop and to manage the barn shop
4. To manage the farmers market stall.
5. To deliver produce to the farmers market, other outlets and customers.
6. To serve customers and deal with suppliers.
7. To support staff, volunteers and farm helpers who are engaged in selling and marketing.
8. To harvest and organise the harvesting of produce
9. To be responsible for the financial management of produce sales

10. To work closely with the market gardener and farm manager to plan produce sales.
11. To work effectively within the team, contributing to staff meetings and team objectives.
12. To work in a well-ordered manner, using good time management and working without supervision.
13. To demonstrate an ability in creative problem solving.
14. To participate in training programmes identified through appraisal and supervision process.
15. To follow food safety regulations and to adhere to Health and Safety guidelines.
16. To maintain good communications with staff of all disciplines.
17. To adhere to Clinks Care Farm Ltd. policies and procedures, in particular to Health & Safety, Working with Vulnerable Adults, Equal Opportunities.
18. To carry out any related duties as and when required.

**PRODUCE SALES COORDINATOR
PERSON SPECIFICATION**

ESSENTIAL

- Experience of managing or developing a retail project or opportunity
- Experience of working with fresh produce
- Experience of selling.
- Good customer care skills.
- Able to demonstrate sound financial and business management.
- A commitment to local good quality food and an interest in growing vegetables and raising free range animals.
- A responsible person who has experience of leading and supervising a small team and can work independently.
- Good communication and interpersonal skills.
- Understanding of model of care farming
- A responsible person with a strong commitment to working with disadvantaged people.
- Able to carry out physically demanding tasks and work in all weather conditions.
- Ability to work in a team and to contribute to the aims of Clinks Care Farm.
- Willingness to learn and undertake training.
- Willingness to work Saturdays
- Awareness of and ability to adhere Health & Safety regulations.
- Current and clean driving license.

DESIRABLE

- Experience of working with vulnerable people.
- Experience of managing a business
- Food hygiene certificate