



JOB DESCRIPTION

Harvest to Market Produce Manager Full time (40 hrs per week) £35,068 pa per annum

Main Purpose

Clinks Care Farm is a social enterprise in Toft Monks, South Norfolk. The care Farm offers disadvantaged people the opportunity to engage in meaningful farming activities for therapeutic purposes, recovery and social care. We use several acres of our farm, including many poly-tunnels, to grow seasonal produce and support livestock, including pigs, goats, sheep and chickens. Our own meat, eggs and vegetables are sold from the farm shop, through a veg box scheme, at farmers markets and other outlets.

The Produce Manager will be responsible for

- organising the harvesting and preparation of produce for sale, ensuring a variety of produce is seamlessly available with minimum waste or shortage
- developing and managing outlets for Clinks farm produce including in our farm shop, farmer's market stall, vegetable box scheme and other local outlets.

Position

The Produce Manager reports to the managers and/or directors of Clinks Care Farm. This position is subject to a 6 month probationary period and a satisfactory DBS check.

Role

1. To understand the customer base and work with the Market Garden and Livestock teams to plan the growing season
2. To coordinate harvesting and preparation of produce for the farm shop, veg box scheme and farmers market and other outlets
3. To manage the vegetable and meat box scheme to ensure customer satisfaction
4. To coordinate and work with the Care team to identify suitable opportunities for Farm Helpers to enable them supported by care farm staff and volunteers, to take on various roles in the farm shop, market garden and veg prep area.
5. To develop and manage the farm shop, farmers market stall, markets and outlets for Clinks Farm produce and improve net income
6. To track sales and net contribution to meet budget constraints
7. To promote Clinks Farm produce, veg box scheme and meat through marketing creatively throughout the year, including using social media.
8. To organise the delivery of produce to the farmers market, other outlets and customers and involve farm helpers in these tasks where possible.
9. To manage purchase, resale and tracking of stocked items

10. To provide leadership and guidance to staff, volunteers and Farm Helpers who are working in the farm shop and with the veg box scheme
11. To ensure produce is available for events and organise the catering.
12. To provide regular reports to managers and directors on produce sales
13. To work effectively within the Clinks Care Farm team, maintain good communication and contribute to staff meetings and team objectives.
14. To work in a well-ordered manner, using good time management.
15. To demonstrate an ability in creative problem solving.
16. To participate in training programmes identified through appraisal and supervision process.
17. To follow food safety regulations and to adhere to Health and Safety guidelines in our farm shop, food preparation and delivery sites.
18. To adhere to Clinks Care Farm policies and procedures, in particular to Health & Safety, Working with Vulnerable Adults, Equal Opportunities.
19. To carry out any related duties as and when required.



PERSON SPECIFICATION

Produce Manager

Essential

- Excellent organisational, leadership and people management skills
- Ability to creatively market our produce
- Understanding of working in a retail environment with good customer care skills
- Experience of working with fresh produce with a good knowledge of vegetables, meats and how they are used in the kitchen
- Good customer care skills.
- Excellent IT skills, in particular the use of spread sheets
- A commitment to local food and an interest in growing vegetables and free range animals.
- Good communication and interpersonal skills.
- Understanding of the model of care farming and a commitment to working with disadvantaged people.
- Able to carry out physically demanding tasks and work in all weather conditions.
- Willingness to learn and undertake training.
- Willingness to work 2 Saturdays a month.
- Awareness of and ability to adhere Health & Safety regulations.
- Current driving license.

Desirable

- Experience of working with vulnerable people.
- Experience of managing or organising in a business environment
- Food safety certificate level 2