Organization Information
GrowNYC is a 50-year-old environmental nonprofit organization - helping more than 3 million New Yorkers by providing essential services and taking action to make NYC a livable city, one where every person can enjoy a healthier, more sustainable life. In particular, our network of Greenmarkets, Farmstands, Fresh Food Box sites, and GrowNYC Wholesale ensures that all New Yorkers have access to the freshest, healthiest local food.

Fresh Food Box Site Manager
Fresh Food Box is a group buying program that allows participants to purchase mixed shares of seasonal, farm-fresh produce and pick them up at a community distribution point. The program allows customers to take advantage of the cost benefit of buying in a group and enjoy the flexibility of a weekly commitment while supporting farmers. GrowNYC operates Fresh Food Box sites in the Bronx, Brooklyn, Manhattan and Queens.

Responsibilities (include, but are not limited to)
- Set up and break down distribution site in all weather conditions - carrying produce in cases/bags weighing up to 50lbs, setting up tents and folding tables, etc.
- Create/curate appropriate outreach and educational materials to accompany each share
- Curate produce orders for Fresh Food Box participants
- Complete site reports and other site-specific paperwork by assigned deadlines
- Follow and enforce food safety, COVID, and other GrowNYC rules and regulations
- Resolve conflict and issues on-site
- Perform EBT, debit/credit, cash, and other nutrition benefit currency transactions for food boxes and other purchases on-site, and maintain accurate records
- Manage a bank of at-market currencies and ensure that it is balanced after each shift
- Educate customers on a variety of food access and nutrition benefit programs
- Attend weekly online meetings

Qualifications
- Interest in food, health, and related issues
- Experience working in retail and/or with sales
- Enjoy talking and working with people from diverse backgrounds
- Strong communication skills, both written and verbal
- Works well both independently and as a member of a team
- Excellent time management and organizational skills
- Find innovative solutions to unexpected problems

Applications
Apply here for the Fresh Food Box Site Manager position with a resume, cover letter, and three references.

For additional information, please see our website:
grownyc.org

Contact
GrowNYC
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● Experience in community outreach, with an understanding of inequities in the food system
● Familiarity with Microsoft Office and Google Suite
● Fluency in multiple languages is a big plus (especially, but not limited to, Spanish, Mandarin and Cantonese)

**Physical Requirements**
This position requires working outdoors and standing for lengthy periods of time, sometimes in extreme temperatures, and in a potentially noisy environment. Fresh Food Box Site Staff should be able to lift heavy equipment and supplies, up to 50lbs.

**Position Details**
**Schedule:** The schedule has variable hours – a minimum of 8 hours a week to no more than 40 hours per week. Shifts are available all days of the week.

**Compensation:** The position is a non-exempt seasonal and variable hourly position.

_GrowNYC is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation or physical disability._