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 - Montefiore Bronx Health Collective
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.

This site is located in Longwood, Bronx, NY, 10459.

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
- Longwood, Bronx community member with a strong desire to engage with the neighborhood
- Interest in food, health, and related issues
- Experience working in retail and/or with sales

Applications
Apply [here](grownyc.org) for the Fresh Food Box Site Manager - Montefiore Bronx Health Collective position with a resume, cover letter, and three references.

For additional information, please see our website:
[grownyc.org](grownyc.org)

Contact
GrowNYC
P.O. Box 2327
New York, NY 10272
212-788-7900
• 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
• 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: Fridays 10:00 AM - 3:00 PM, Monday 11:00 AM - 12:30 PM (virtual
meeting), plus 3-4 additional paperwork hours through August 31, 2021.

Compensation: The position is a non-exempt seasonal and variable hourly
position. It pays $17 per hour plus an additional $3 per hour for work done in the
field effective through June 30, 2021 and includes only statutory benefits.

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