



Fresh Food Box Site Manager (Part-Time)

Organization Information

GrowNYC is a 51-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.

Our Programs:

- Our network of Greenmarkets, Farmstands, Fresh Food Box sites and Greenmarket Co. ensures that all New Yorkers have access to the freshest, healthiest local food.
- We blanket the five boroughs with resources like textile and food scrap collection, Stop 'N' Swaps, as well as free training to make waste reduction easy for all.
- We build and support community and school gardens through volunteer days, technical assistance, training, grants and more.
- We provide 70,000 children each year with programs that provide meaningful interactions with the natural environment.

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

*Note to applicants on COVID safety: GrowNYC is committed to stopping the spread of Covid-19. **All applicants must be able to provide proof of COVID-19 vaccination during the onboarding process.** We additionally require daily health screenings and currently mandate mask-wearing for all job functions other than remote work or working alone in a vehicle or closed room. As the situation evolves, GrowNYC reserves the right to make changes to our health and safety practices and policies and comply with local rules and applicable guidelines.*

Position Summary

In the face of the COVID-19 pandemic, GrowNYC has been called upon to continue to provide essential food access programs to New Yorkers across the city. Site Managers are GrowNYC's representatives to the public. On a daily basis, they work to build healthy communities and create an environment where New Yorkers can purchase regionally grown foods that help keep farms viable. The Fresh Food Box Site Manager position is seasonal. Additionally, Managers will be tasked with ensuring all COVID-19 safety measures.

Fresh Food Box Site Manager Responsibilities:

- 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

Applications

Qualified candidates for the Fresh Food Box Site Manager position should submit a cover letter, resume, and three references to: [GrowNYC](#)

Interviews will take place on a rolling basis. Due to the volume of employment applications received, GrowNYC is unable to respond to each application individually. Applicants will be contacted directly if selected as a candidate. No phone calls or recruiters, please.

Contact

GrowNYC
P.O. Box 2327
New York, NY 10272
212-788-7900

For additional information, please see our website:

grownyc.org

- 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

Ideal 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
- Experience in community outreach, with an understanding of inequities in the food system
- Familiarity with Microsoft Office and Google Suite
- Fluency in **Mandarin, Cantonese, or Fujianese** required (multiple are a plus)

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.

Schedule

The schedule has variable hours – a minimum of 10 hours a week (7 site hours, 3 paperwork hours) 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. It pays \$18 per hour and includes only statutory benefits.

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