

## A Rocha Canada Brooksdale Environmental Centre Position Title: Brooksdale Farm Store Sales Assistant

Note: Anticipated 2 positions pending funding approval.

Note: These positions will be partially funded by Canada Summer Jobs grant, and are contingent on funding approval.

### POSITION DETAILS

Location:	Brooksdale Environmental Centre, Surrey, BC.
Start and End Date:	Between May 1, 2023 to August 21, 2023 (8 to 16 weeks) with the possibility of full/part time extension to October.
Hours/Days Worked:	Full time (5 days/week, 35-40 hours/week, Tuesday to Saturday).
Wage:	\$17 - \$19 per hour (depending on experience)
Closing Date:	Until the position has been filled.

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### POSITION FUNCTION

A Rocha is an international Christian organization which, inspired by God's love, engages in scientific research, environmental education, community-based conservation projects and sustainable agriculture. We envision the transformation of people and places by showing God's love for all creation.

A Rocha Canada Brooksdale Environmental Centre is a dynamic environmental centre. Brooksdale's 27-acre property is a living lab comprised of forests, a threatened river system, heritage houses, and a farm implementing sustainable agriculture practices. This unique combination of sensitive wildlife habitat and agricultural land makes Brooksdale a place where critical environmental issues are researched, addressed, and solved.

The **Brooksdale Farm Store Sales Assistant** works in collaboration with the Brooksdale Farm Store Manager, the Brooksdale Farm team, and other Brooksdale staff in assisting with crop production and farm sales on the 3.5 acre Brooksdale Farm. Sales include a 150 member community supported agriculture program (CSA), market, and restaurant sales.

### WORKING RELATIONSHIPS

Reports directly to the **Brooksdale Co-Director** and **Brooksdale Farm Store Coordinator** who work in close collaboration with the **Brooksdale Farm Coordinators** and **Program Operations Manager**. Provides sales supervision and instruction to Interns and Volunteers.

### DUTIES AND RESPONSIBILITIES

#### Farm Sales:

- Assist in all aspects of market sales, including market set-up and break-down, cashiering and cashing out, and market aesthetics.

- Assist in harvesting and post harvest processing and packing of produce.
- Assist with maintenance and development of new sales infrastructure, including market signage, tables and stands, and point of sales program operation.
- Ensure proper record keeping for sales data. Help develop and promote market sales through advertising channels, Wordpress, and social media outlets.
- Maintain clear communication channels between the farm and clientele.
- Communicate with vendors/suppliers as needed.
- Assist in training and supervision of Program Interns and Volunteers.
- Work in collaboration with Brooksdale staff for other onsite activities as needed.
- Awareness and adherence to A Rocha Brooksdale's Health and Safety Protocols.

#### WORKING CONDITIONS

Work takes place indoors and outdoors at the Brooksdale Farm Market and in the field areas of the Brooksdale Farm. The **Brooksdale Farm Store Sales Assistant** is required to work in all weather conditions. Work in extreme weather conditions may be required. Shared indoor office space is provided at Brooksdale, though the **Brooksdale Farm Store Sales Assistant** will be required to communicate with other Brooksdale staff to avoid space conflicts and to abide by Health and Safety protocols.

#### QUALIFICATIONS AND SKILLS

##### Experience:

- At least one year/season sales and/or customer service experience, preferably within the food and/or agricultural sector an asset.
- At least one year/season in diversified vegetable production (preferably organic) an asset.
- Experience working within the not-for-profit sector an asset.
- Food Safe Level 1 certification, or a willingness to do so.
- First Aid and CPR certifications an asset.
- Social media and/or advertising experience and/or Wordpress experience an asset.
- Demonstrated embodiment of A Rocha Canada's Vision, Commitments and Core Values an asset.
- Demonstrated leadership experience; able to comfortably make decisions and execute tasks in a diverse and dynamic working environment.

##### Skills:

- Intermediate level point of sales and money handling skills.
- Introductory food literacy knowledge, including general horticultural production, local and organic food concepts and vocabulary, and/or food preparation.
- Intermediate Microsoft Office and/or Google suite experience.
- Demonstrated communication (verbal/written), facilitation, and interpersonal skills; able to work both independently and within a high-energy team environment; able to resolve interpersonal conflicts professionally; excellent collaboration and group leadership skills.
- Strong organizational skills; able to identify and prioritize tasks with minimal supervision, work independently, and take initiative.
- Must be physically fit, able to lift 50lbs.
- Demonstrated ability to work quickly, efficiently and calmly in fast-paced settings in any weather and bring tasks to completion on time.
- Familiarity with A Rocha Canada's Vision, Commitments and Core Values.

##### Additional Eligibility Requirements:

Applicant must:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, or permanent resident for the duration of the employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations; and,
- Obtain a Criminal Record Background and Vulnerable Sector check.

#### HOW TO APPLY

- Email, as a single PDF document, a cover letter and resume clearly detailing your experience and qualifications for this position to **Shauna Anderson** (shauna.anderson@arocha.ca)
- Ensure your email subject line clearly refers to the **Brooksdale Farm Store Sales Assistant** position.
- Ensure your name and the position title are included in the PDF file name.
- Only applicants selected for interviews will be contacted. Please no phone calls or emails.
- The position(s) are **contingent on Canada Summer Jobs funding approval**.