

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 the Canada Summer Jobs grant, and are contingent on funding approval.

POSITION DETAILS

Location:	Brooksdale Environmental Centre, Surrey, BC.
Start and End Date:	Between May 7, 2024, to August 24, 2024 (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:	\$19 - \$21 per hour (depending on experience)
Closing Date:	Until the position has been filled.

POSITION FUNCTION

A Rocha is an international environmental conservation organisation which, inspired by God's love, engages in scientific research, environmental education, community-based conservation projects and sustainable agriculture. We envision a world where nature flourishes as people live equitably and sustainably.

A Rocha Canada's (ARC) Brooksdale Environmental Centre is a dynamic environmental centre with programs serving all ages and various ecosystems. 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 breakdown, 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 of 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) is an asset.
- Experience working within the not-for-profit sector is an asset.
- Food Safe Level 1 certification, or a willingness to do so.
- First Aid and CPR certifications are an asset.
- Social media and/or advertising experience and/or WordPress experience is an asset.
- Demonstrated embodiment of A Rocha Canada's Vision, Commitments and Core Values is 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 50 lbs.
- 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, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada following 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**.