

# Quonquont Farm

## Position Description



**Title:** Farmstand Staff  
**Reports to:** Assistant Farm Manager  
**Hours:** Full-time or part-time, non-exempt, seasonal  
**Function:** Provides exceptional service to farm customers while maintaining the store.

### Quonquont’s Guiding Principles:

*Our Mission:* At Quonquont Farm, we are dedicated to stewarding our land, connecting our community to healthy food, and making every guest the center of celebration.

*Our Core Values:* Community, Professionalism, Optimism, Creativity, and Teamwork

### Responsibilities:

#### Farmstand

- Represents Quonquont to farm customers in person and on the telephone.
- Provides helpful, prompt, polite service to farm customers.
- Accurately and efficiently processes all store transactions. Maintains an accurate cash drawer throughout the service and is able to account for any discrepancies in the final drawer tally.
- Keeps farmstand retail displays orderly, restocks shelves, tracks inventory, and reports item shortages.
- Prepares produce for sale and subscriptions.

#### Equipment

- Safely operates and maintains equipment.

#### Buildings

- Keeps the farmstand clean and sanitary, including restrooms, offices, storage, and retail space.
- Removes trash, recycling, and compost.
- Weeds, waters, and cares for plantings near the farmstand.

#### Events

- Provides logistical support for events, including moving furniture and decorations, directing guests, or performing any other duties that help make events run smoothly.

**Other Responsibilities:**

- Assures the safety of the Quonquont workplace and monitors safety for staff and customers.
- Complies with Quonquont personnel policies.
- Represents Quonquont Farm in a professional and courteous manner at all times.
- Provides quality service to all customers and visitors.
- Attends and participates in appropriate meetings.
- Performs other duties as assigned.

**Position Requirements:****Education:**

- No minimum educational requirements.

**Experience:**

- No experience necessary, though preference may be given to candidates who have prior retail experience.

**Skills and Traits:**

- The Farmstand Staff must agree with and be committed to the mission, values, and policies of Quonquont Farm.
- Must be personable, flexible, and able to handle difficult situations with diplomacy and discretion.
- Must be energetic, team-oriented, and attentive to detail.
- Must be able to perform long hours of repetitive work effectively and efficiently.
- Must be at least 16 years of age.

**Mental, Physical, and Communication Demands:**

- Must be available to work when and where needed by the business. Must be willing to work irregular hours, weekends, and holidays.
- Requires reliable attendance.
- Must be self-motivated.
- Requires basic math and computer proficiency.
- Requires interacting with people in a pleasant, courteous, and professional manner.
- Requires working under pressure with a public audience.
- Requires standing or walking for up to four hours without break.
- While performing this job, the employee will regularly be required to use hands and arms to reach and grasp to hold products, supplies, and tools; to talk and speak clearly to customers and co-workers; and to hear questions.
- This job requires a great deal of standing, walking, kneeling, bending, crouching, and general mobility throughout the day. It includes the ability to lift, carry, and push items weighing up to 40 pounds regularly throughout the workday.
- Allergic conditions, which could be aggravated when handling or working indoors or outdoors with plants or chemicals, may be a disqualification.