

# GRANOR FARM

— CERTIFIED ORGANIC —

## Farm Store Assistant Manager

Founded in 2006 and located in Three Oaks, Michigan, Granor Farm is a certified organic farm that cultivates a wide range of vegetables, herbs, flowers and grains on over one hundred acres. Our Farm Store features all that we grow along with kitchen made and regional curated items. What we grow often becomes the ingredients for what we make, creating a unique offering only available in the store. Our farming is complemented by expanding educational programing, spirits distilled from our grains, wines custom made for our farm, and weekly farm dinners in the greenhouse that showcase our crops and those of the surrounding farming community.

We are seeking a Farm Store Assistant that plays a crucial role in the daily operations of Granor Farm's Farm Store, ensuring that every customer experience is exceptional. You will be the lead on the floor, overseeing the store's flow during peak days, engaging with customers, and ensuring that products are well-stocked, organized, and beautifully presented. Your leadership and customer service skills will be key to creating a welcoming and informative shopping environment.

Granor Farm is dedicated to growing fresh, organic produce, and we are looking for a team member who thrives in a dynamic, fast-paced environment. This position is perfect for someone with a passion for customer service, retail experience, and a deep appreciation for local, sustainable food.

### **WORK SCHEDULE:** Flexible start date

This is a year round, part-time position requiring 20-35 hours per week, with an emphasis on working **Fridays and Saturdays 9AM-7PM and Sundays (only in July & August) 9AM-3PM.** Availability to work Thursdays to stock inventory in the Farm Store, as needed, is preferred. Farm Store hours are subject to change.

### **KEY RESPONSIBILITIES:**

- **Lead on the Floor:** Take charge of the store during busy hours, managing day-to-day operations, ensuring product displays are neat and inviting, and guiding other team members in their duties. Lead by example, maintaining a high level of energy and focus.
- **Customer Engagement:** Deliver outstanding customer service by greeting all visitors, answering questions, and helping them select fresh produce and other items. Engage customers with informative discussions about our farm, products, and sustainability practices, fostering a positive, educational atmosphere.

- **Retail Sales:** Operate the Square POS system efficiently to process transactions, manage payments, and track inventory. Handle customer purchases with attention to detail and accuracy, ensuring a seamless checkout experience.
- **Team Collaboration & Support:** Work closely with other team members, offering guidance and support when needed. Ensure all staff are engaged and motivated to meet customer needs and maintain the farm store's high standards.
- **Product Display & Merchandising:** Organize products and displays to highlight seasonal offerings and farm-grown goods. Ensure that all produce is well-stocked, rotated, and presented to best reflect the farm's commitment to quality.
- **Store Maintenance:** Maintain a clean, organized, and inviting store environment. Ensure that shelves are stocked, labels are accurate, and the store is visually appealing and safe for customers and staff.
- **Inventory Management:** Regularly check inventory levels, restock items, and inform the Farm Store Manager of low stock or any issues related to product availability.
- **Weekend & Peak Day Operations:** Expected to work **Friday, Saturday, and Sunday**, including occasional holiday weekends. These are the busiest days for the farm store, and your leadership will help ensure operations run smoothly and that customers have a high-quality experience.

#### **QUALIFICATIONS:**

- **Customer-Focused:** Passionate about providing exceptional customer service and creating positive experiences.
- **Leadership Experience:** Previous experience in a retail or customer service role, with demonstrated ability to lead and inspire a team.
- **Retail & Point-of-Sale Experience:** Familiarity with retail environments, including handling transactions using POS systems (Square experience is a plus).
- **Team-Oriented:** Able to motivate and support other staff members, fostering a collaborative, upbeat work atmosphere.
- **Physical Stamina:** Able to stand for long periods, lift up to 50 lbs, and handle a fast-paced environment.
- **Organized & Detail-Oriented:** Strong attention to detail, especially when managing product displays, inventory, and store presentation.
- **Availability:** Ability to work weekends (Friday-Sunday) and designated holidays.
- **Interest in Local Agriculture:** Passion for supporting local, sustainable farming and sharing that enthusiasm with customers.

*Orientation:* During the first week we will conduct an orientation to go over farm and safety policies, along with the location and names of buildings and equipment. We will review the farm calendar, finalize any paid time off, and go over job responsibilities.

*Evaluations:* The first 90 days is a trial period to ensure crew/farm fit. At the end of this trial period, crew members will sit down with managers to discuss if expectations are being met for

both sides. We will have an additional check in during the season to discuss workflow and expectations.

**COMPENSATION:** Starting at \$17/hour, paid bi-weekly.

### **BENEFITS**

- Paid time off. Must be pre-approved by managers and scheduled at the beginning of the season.
- Paid sick leave
- 30% discount on all Granor purchases
- Weekly produce from the farm
- \$250 Gift Card to the Farm Store
- Tickets to a Taste of Granor Dinner (\$640 value)

### **PERSONNEL & GENERAL POLICIES**

*Safety Policies:* We will review safety policies during orientation. All employees are required to follow safety policies at all times. Failure to do so may result in immediate dismissal.

*Drugs and Alcohol:* Drugs are not permitted on the farm property at any time. It is unacceptable to work while under the influence of alcohol or drugs. One infraction may be cause for immediate dismissal.

*General Demeanor:* It is expected that all employees be prompt, dressed appropriately for work, and professional in their attitude at work.

### **APPLY TODAY!**

After you have read this description in its entirety, please email [jobs@granorfarm.com](mailto:jobs@granorfarm.com) with:

1. Subject line: Farm Store Assistant Manager Application, (Your Name)
2. Responses to the questionnaire below
3. Resume
4. Three references with current phone numbers and/or emails

If your qualifications meet our standards we will contact you to schedule an interview.

### **Questionnaire:**

1. Why are you interested in Granor Farm?
2. What previous retail, customer service, or other relevant experience are you bringing to this position?
3. What practical skills or personal goals do you hope to achieve with this position?

4. Please tell us something interesting about yourself (hobbies, obsessions, talents, etc.)

If you are considered for the position, we may require a half to full day working interview on the farm.