

**Farm Description:****Balsam Farms, Amagansett, NY**

*Founded in 2003, Balsam Farms is a ~200 acre farm on the South Fork of the East End of Long Island. We grow a mix of vegetables, fruits, herbs, cut flowers, and grains. While we are not “certified organic”, we grow the vast majority of our produce according to established OMRI-approved practices. Balsam Farms is best known for our original open-air farm stand in Amagansett, but we also have an indoor market across the Napeague stretch in Montauk. With a fresh-array of open positions, we are looking for hard-working, motivated candidates to join our team for the upcoming 2024 season!*

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**Farm Stand Manager**

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**Position Description:**

Balsam Farms is seeking a select cadre of managers to join our growing farm!

Farm Stand Managers report directly to the General Managers of our retail operations. Working closely together, this extended management team ensures the accomplishment of essential tasks and the efficient/smooth flow of our daily and weekly operations.

A Farm Stand Manager is (very much) a hands-on team-player with a heavy focus on side-by-side assistance, coordination, and oversight of Farm Stand Team/Staff Members (10-20 individuals). This managerial position is responsible for bringing everyone together to make our bustling retail “floor”, registers, and wash/pack station “sing” from one day to the next. It is essential that Farm Stand Managers embrace their leadership role by exemplifying the following abilities as well: Prioritizing tasks and interactions appropriately, remaining organized and calm when things get busy, and intuitively/ easily moving between independent and coordinated teamwork.

At Balsam Farms, we pride ourselves on building strong positive relationships with our patrons and fellow farmers. Above all, the right managerial candidate has strong customer service, communication, and interpersonal skills, and a strong interest in cooking, food, and local agriculture is a huge plus.

Working at Balsam Farms requires you to be prepared for rigorous, physical, hands-on work that will comprise a large-part of every shift. Being able to stand, walk, bend, reach, stretch, and regularly shift/ move 40+ pounds of fresh produce (!) is essential. Since the majority of our

work on the farm happens outside, applicants must be comfortable working in hot, cold, and wet environments.

***Responsibilities:***

- Communicating closely and working directly with the extended management team to problem-solve and stay up to date on what's happening on the farm
- Coordinating with the CSA Program Manager and other Farm Administrators on a weekly basis
- Wholistically overseeing daily farm stand operations including all opening and closing activities related to assigned shifts
- Clearly delegating priorities and tasks to Farm Stand Staff Members and confirming their completion
- Effectively managing points of sale (POS) to ensure efficient and professional check-out experiences for customers as well as financial/ register accuracy
- Managing inventory and ordering of local products on a daily basis
- Monitoring shelf and display stock and responsively refilling
- Overseeing the wash and pack station in tandem with stocking necessities
- Exemplifying customer service and nurturing the growth of these skills in fellow team members

***Qualifications:***

- Experience working on a farm or a wide knowledge of fresh fruits and vegetables preferred but not required.
- Ability to reliably work weekends/holidays during employment
- Management experience preferred but not required (willing to train the right candidate)
- Excellent time management skills and consistent attention to detail
- Previous experience with retail POS. Familiarity with Clover POS preferred but not required.
- Flexible, creative, and able to work both independently and as part of a team
- Ability to take direction, ask for help/clarity, and give/accept constructive feedback
- Positive attitude
- Ability to lift 40+ lbs repeatedly, stand for extended periods of time, and work outside in hot, cold, and/or wet weather conditions.

***Position Details:***

- Full-time (40 hours/week), with the opportunity for overtime hours during July and August
- Start Date: Mid-May 2024; End Date: November 2024; Opportunity to extend employment for more than one season. Year-round employment possibilities for the right candidate.
- Morning (8am-3/4pm) and afternoon (11am/12pm-7pm/8pm) shifts available.
- Must be able to work weekends and holidays
- *Housing not provided*

***Compensation/Benefits:***

- \$20-31/hr (including tips)
- A fantastic employee discount at the farm stand

***How to apply:***

Please apply to our farm using the following form:

[2024 Balsam Farms Job Application](#)

This application is our chance to get to know you, so please use this form to share as much as you can!

Please note the following:

- *All applicants must demonstrate eligibility to work in the United States.*
- *Applicants under 18 must also be able to provide working papers to be eligible for employment.*
- *We are unable to accept applications submitted on behalf of others.*
- *If you are unable to use the hyperlink above, use the following URL to access the form:*  
<https://forms.gle/aQhyUNgheuxdGRZL8>
- *If you have any further issues with the form, please contact [work@balsamfarms.com](mailto:work@balsamfarms.com)*