

# **SIENA FARMS RETAIL ASSISTANT**

## **Overview**

Siena Farms' Retail Assistants will be core team members of the year round retail staff for our 50 acre vegetable farm. S/he will work closely with the managers and other members of the Siena Farms team (see below) to help professionally operate and grow retail sales at our year round farm stores at the Boston Public Market ([www.bostonpublicmarket.org](http://www.bostonpublicmarket.org)), and/or Siena Farms South End (106 Waltham Street, Boston), and/or the Copley Square Farmers' Market.

Responsibilities of our Retail Assistants will include but not be limited to the following: daily retail sales and point of sale system entries; friendly and knowledgeable customer service; maintenance and execution of opening day and end of day systems and protocols; execution of product display, pricing, and labeling; assistance with product sourcing and ordering as needed; sales and invoicing for chefs and other wholesale customers shopping at our retail locations; CSA promotion, sales and customer service for members and potential members coming through our retail locations; training of farm apprentices and farm crew members into some or all of these daily retail activities.

Our Retail Assistants, like all of our employees, will be held to high standards for organization, communication, positive attitude, respect and kindness for coworkers as well as customers, work quality, and professional work ethic and schedule.

## **Compensation and Schedule**

Pay will be hourly, starting at \$13.50 per hour. Normal overtime pay rate (time and a half) will apply for hours over 40 on any given week.

Benefits; year round CSA membership throughout period of employment, full access to "after market" (unmarketable) produce, plus employee discounts at Siena Farms retail outlets as well as at Sofra, Sarma, and Oleana.

Retail Assistants are encouraged to take as much as, but not more than, 28 total vacation days annually, including holidays. Vacation days are limited for all Siena Farms staff to five days total during "market season" (May through November); vacation days are strongly discouraged during our peak harvest and retail weeks (early August through mid October); vacation days during December holidays are closely coordinated for retail staff; vacation scheduling is much more flexible January through April; vacation days are unpaid for hourly staff.

This Retail Assistant position is considered a part time or full time position, available now.

## **To Apply**

Send cover letter and resume to [jobs@sienafarms.com](mailto:jobs@sienafarms.com) with the "Retail Assistant" in the subject line.