



Job Title: CSA and Products Manager

Type: Exempt, Full Time, Seasonal (through mid December) Salaried Position

Hours: Weekend Availability during farm season with alternating 2 days off every other week.

Rate: \$4,500 per month. Plus full health and dental benefits, paid sick, vacation days, paid professional development, and vegetables and groceries.

Supervision: Farm Director and Farm Managers

Who We Are: FrontLine Farming (FLF) is a nonprofit food and farmer advocacy organization focusing on growing food, education, sovereignty and justice. We grow high quality produce which supports fair wages for our farmers and is distributed through CSA shares, donations to a variety of non-profit partners, and in other ways to our communities. The mission of FLF is to create greater equity across our food system on the Front Range of Colorado. We specifically seek to support and create greater leadership and access for women and people of color in our food systems. We achieve these goals through growing food, listening, educating, honoring land and ancestors, policy initiatives, and direct action.

Role: Under the general direction of the Farm Director, this position manages the weekly packing of all CSA boxes with high quality produce. This position will work under the direction of Fatuma Emmad as Farm Director and with Saleema Robinson, Majestic View Farm Manager. The role also includes supervision of the FLF product line with proper inventory and high quality standards. Market attendance, CSA packing, canning days and farm hours will be balanced throughout the season with clear communication. Must be aligned with the mission of FrontLine Farming and confidently communicate about programs, services, goals and values. This space and opportunity is geared toward Black, Indigenous, People of Color and womxn.

POSITION RESPONSIBILITIES

The following position responsibilities are essential functions of the position. Successful job applicants will be able to perform these essential functions with minimal supervision:

CSA and Markets Coordination

- No Cost Grocery: work independently at Sunday No Cost Grocery: provide exceptional customer service and safe food handling, data entry of weights and distributions, timely reports to Denver Food Rescue (by the 5th every month).



- Manage weekly CSA share packaging and pop-up farm stands in coordination with Farm Managers.
 - Rigorous standards for produce quality, weight and packing
 - Communication with delivery services
 - Set up, shut down and clean work space
- Personal commitment to, and ability to educate others about, food justice, racial justice and FrontLine Farming's mission.

Product Coordination

- Maintaining proper inventory levels of farm products for markets and pop up events
- Ensuring all stored product are labeled and up to high quality standards
- Website orders are packed and shipped on a timely basis
- Canning days are attended to ensure products are clearly labeled and high quality standards are ensured.
- Recordkeeping and reporting on product sales and spoilage.
- Knowledge of safe handling of food and cottage sales rules.
- Develop future plans for product including off-season sales like holiday wreaths, harvest baskets, etc.
- 2024 Winter through 2024 Season - Work with Farm Director to support the Business Flower CSA program.

OTHER WORK

- Farm work during season March - October.
- Identify an area of farming to focus on and coordinate with Farm Director and Farm Managers.

ADDITIONAL EXPECTATIONS

- Clear, solution-oriented, and respectful communication (written, digital and verbal) with FLF leadership team, co-workers, volunteers, customers and visitors.
- Participation in farm-related groups such as Mile High Farmers and National Young Farmers; staying informed and connected to what is going on in the Front Range around farming
- Lead by example with work ethic, punctuality, and professional demeanor.
- Proficient with Google Suite, and a willingness to learn and adopt new software and online tools.



- Self-directed, able to take initiative, and demonstrated attention to detail and program management with regular communication to leadership as initiatives arise.
- Ability to work collaboratively in a team environment and comfortable working with diverse groups of community stakeholders
- Ability to manage multiple concurrent projects and prioritize appropriately

PHYSICAL DEMANDS

- Ability to physically work within a variety of weather conditions (i.e. working outdoors for long days, in diverse weather conditions (40-95F^o)
- Frequent lifting and carrying of up to 50 pounds.
- Requires crouching, kneeling, standing, and stooping and reaching

SALARY AND BENEFITS

The base salary is \$4,500 per month. We have an equitable salary structure that takes into consideration dedication to the work, skills and responsibilities as well as ensuring salaries are sustainable for the organizational budget.

Benefits:

- Paid health and dental insurance worth \$488 per month
- Paid sick leave
- Professional development support
- Workers compensation coverage
- Food and groceries as needed
- Farm education classes and in-field training

Continued employment at FrontLine is dependent on mission alignment and work ethic. We conduct informal reviews after the first month, 3 months and after the first year to determine whether FLF and the new hire are still aligned.