

F.A.R.M. Cafe Program Associate Job Description



Location: F.A.R.M. Cafe, 617 W. King St. Boone NC, 28607

Overview:

Program associates assist with FARM Cafe's primary program, its donate-what-you-can lunch service. This includes daily set-up, kitchen prep work, serving the daily meal, and daily kitchen clean-up tasks. Associates will gain experience with front of house tasks, volunteer management, meal planning, utilizing seasonally available ingredients, and bulk meal production. Associates may also provide support to FARM's programming through social media and website promotions, basic administrative tasks, and data entry as directed by the Program Director and Volunteer Coordinator. This position includes representing F.A.R.M. Cafe at off-site events (farmers markets, promotional events, etc) and supporting annual fundraisers.

Qualifications:

- Self-motivated, organized
- Serv-Safe Certification or ability to acquire certification
- Ability to work effectively with a diverse population
- Strong verbal and communication skills
- Proficiency in Google Suite and social media sites
- Minimum of 1+ years restaurant experience preferred
- Experience with point of sale system preferred
- Reliable transportation

Job Type: Entry-level, part-time hourly position. Four-day work week with somewhat flexible hours between 8:30am-4:00pm Monday- Friday. Occasional nights and weekends required for off-site events and fundraisers.

Compensation: Starting pay at \$16/hour up to twenty-five hours per week. Benefits include a matching 3% simple IRA after ninety day probationary period, one week (7 days) paid vacation per year, paid holidays and a cell phone stipend of \$70 per month. Benefits also include a daily meal at FARM Cafe and a parking pass for downtown Boone.

To Apply: Please send a resume, three employment references, and weekday availability to careers@farmcafe.org with the subject line: Program Associate Position.

FARM Cafe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination or harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.