Job Overview
Sanctuary Kitchen, a program of CitySeed, partners with immigrant and refugee chefs to build economic opportunity and authentic connections through food. Our vision is to enhance the culinary skills of refugees and immigrants in a supportive environment that honors story and diverse cultural traditions, fosters community and understanding, offers professional development, and generates economic success in the most delicious way possible. Our Sanctuary Kitchen food business provides authentic, multicultural catering and food products that support employment, professional training and integration of refugees and immigrants in Greater New Haven.

The Farmers Market Sales Coordinator is a seasonal position and represents Sanctuary Kitchen at various farmers market locations in New Haven by setting up as a vendor and selling our packaged foods with support from volunteers. They will have a comprehensive understanding of Sanctuary Kitchen’s mission and programs, cultural awareness regarding the chefs and their foods, and offer suggestions on how the food is best served. The perfect candidate is passionate about food, entrepreneurial, a quick learner, personable, enjoys engaging with customers, and has the desire to be a part of a growing social enterprise.

The Farmers Market Sales Coordinator works under the supervision of the Sanctuary Kitchen Program Associate, and will also work closely with the Culinary Manager, Assistant Culinary Manager and Assistant Operations Manager.

DUTIES AND RESPONSIBILITIES:
- Report to the Sanctuary Kitchen at prescribed time to load products and supplies for transport to the market, in accordance with the Farmers Market Checklist
- Arrive at Farmers Market for adequate set up including: setting up tent, table(s), products, signage, etc
- Sell food products by describing them and their usage, and answering questions
- Observe and maintain safe food handling and storage practices
- Train volunteers to support set-up and sales, and delegate tasks accordingly
● Process and record all sales using Square Point of Sale and sales sheets
● Maintain vendor booth appearance and product inventory
● Breakdown vendor booth, including: packing up unsold products and supplies in an organized and careful manner, cleaning the area, and disposing of trash
● Return leftover products to Sanctuary Kitchen in appropriate storage units
● Send a market report to the Program Director and Culinary Manager
● Dress appropriately and wear a clean SK apron while at the market
● Attend and participate in meetings and training as needed.
● Compliance with all CitySeed’s COVID policies and procedures.

SKILLS AND QUALIFICATIONS
● Lived experience and/or direct experience working with immigrant and refugee communities
● Basic reading, writing, and arithmetic skills
● Comfortable speaking to customers and conducting transactions in English
● Strong and engaging interpersonal and communication skills
● A valid state driver’s license to transport supplies and inventory by car
● Time management skills and regular, predictable attendance
● Well organized and good attention to detail
● Customer service experience a plus
● Experience working with Square Point of Sale a plus

PHYSICAL DEMANDS
In order to perform the essential functions of this job, the employee is regularly expected to stand for 4-5 hour shifts, and lift at least 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities.

COMPENSATION
Compensation is $15.00 per hour. Expected hours of work are approximately 5-7 hours/week on Sundays at the Edgewood Farmers Market from 8:30am -2pm. Seven-month minimum commitment is preferred, with the option to continue longer.

APPLYING
Interested candidates may email their resume and cover letters to Ashley Kremser, Managing Director, at ashley@cityseed.org with the subject line Farmers Market Sales Coordinator.

CitySeed is an Equal Opportunity Employer and especially invites applications from members of underrepresented groups. For more about CitySeed and our mission visit: www.cityseed.org

To learn more about Sanctuary Kitchen visit:
www.sanctuaryktichen.org
Facebook: @sanctuarykitchen.org
Instagram: @sanctuarykitchenct
Twitter: @sanctuarykitct