

**Port Orford Community Co-op  
Produce Manager**

*We are a community owned and operated food co-op focused on local, organic, affordable food. Everyone can shop. Anyone can join.*

**Position:** Part-time Produce Coordinator - 20 hours/week

**Pay:** \$18/hour and 20% discount on items purchased in the Co-op store

**Vacation:** One-week paid vacation after one year of employment

**Must demonstrate the following Qualities:**

- Good Communicator
- Works Collaboratively
- Flexibility
- Values align with the Co-op's
- Well-developed computer skills
- Interest in quality, organic and local foods
- Some leadership/managerial experience
- Ability to address issues in calm, positive and kind manner
- Quick learner
- Ability to identify and resolve problems
- Self-initiative, ability to work alone.

**Job Components**

- Source and order all produce for the store.
- Knowledge of fruit and vegetables.
- Develop good working relationships with vendors
- Receive orders from all produce vendors
- Work with volunteers and assist managing in-store tasks
- Organize and clean produce coolers and bins
- Utilize Co-Pos functions for: produce pricing, create labels, enter new product, to inform ordering
- Create weekly produce list for instore use and on-line communications
- Responsible for van: timely maintenance, refueling, mileage log and insurance
- Reports to the Board of Directors

**Additional Tasks**

Work Sunday through Wednesday

Lifting of + 25 pounds may be required

Perform other tasks assigned by the Board

Six-month probationary period with bimonthly reviews

