



Taproot Farm & Environmental Education Center

nourishing food ~ healthy environment ~ strong community

101 Main Street, Lancaster, NH 03584

(603) 788-4183

www.taprootnh.org

Marketplace Lead Crew & Farm to School Coordinator Job Description

About Taproot Marketplace:

Taproot Marketplace plays an integral role in our local and regional food system by connecting the consumer to products from over 150 local and regional farmers, producers, artisan crafters, brewers, and vendors. The purpose of the Marketplace is to support a thriving local economy by providing space to local farmers, food producers, and artisan crafters to sell their products in a centralized, year-round location, connecting patrons to regionally grown produce and retail products to limit the farm to plate footprint, offering whole, nutritious food in bulk in order to reduce wasteful packaging, and offering educational opportunities that align with Taproot's mission.

About the Position:

The Lead Crew & Farm to School Coordinator is a diverse position based at our Marketplace. This individual will help to manage and oversee the daily operations of our Marketplace in collaboration with our LDV Coordinator. We're looking for an individual who is energized by local food and wants to help nurture and increase consumer demand - both at our Marketplace and in our local schools. We are less interested in someone with traditional retail grocery experience. Instead, we are looking more for someone who has a desire to work within and for our local food system; who is interested in supporting farmers year round and on issues of food justice, food sovereignty, and food waste; someone with a deep desire to connect our community to local food; someone who walks the walk when it comes to eating locally.

Essential Duties & Responsibilities:

- Work closely with our LDV Coordinator to oversee day to day operations of the Marketplace as well as marketing efforts;
- Work with our LDV Coordinator and Market Crew to create a warm, welcoming, fun marketplace for all colleagues and the public;
- Oversee our Market Crew in a caring, compassionate manner, which includes training, scheduling, and annual reviews;
- Work with the Market Crew and our LDV Coordinator to troubleshoot customer care;
- Oversee receiving all retail deliveries;
- Oversee and be responsible for all of the the retail inventory;
- Maintain current state licensing and ensure that our facility meets all licensing regulations.
- Coordinate outreach efforts and work with local schools to develop and increase purchasing of local farm products. This will include ordering, aggregation to our marketplace, and



Education ~ Food Access ~ Marketplace

- coordinating transportation.
- Work with our existing partners to fulfill NH Feeding NH orders.

Minimum Requirements/Qualifications:

- Associates degree and at least 3 - 5 years of relevant management experience
- Possess knowledge of and demonstrate passion and support for local food systems
- Familiarity with seasonal food for our region
- Multitasking, time management, organizational skills
- Familiarity with Apple/Mac devices and google drive, calendar, and a cloud based point of sale system
- Ability to lift, push, or pull 50 pounds
- Desire to work in a collaborative environment with a small team
- Ability to clearly and concisely communicate orally and in writing
- Excellent organizational skills
- Effective public speaker
- Possess a positive attitude, high energy, and exhibit patience

Desired Qualifications:

- B.A/B.S
- Ability to communicate in another language
- Interest in learning about different cultures through food

Compensation:

This position is a full-time, hourly position at 40 hours/week starting at \$17/hour. Weekends area required. Taproot uses a 90-day training time frame followed by an evaluation for all new employees to ensure a good fit overall. Upon the successful training period, the employee will be eligible to receive the following benefits:

- Paid Time Off
- 10 paid Holidays
- 10% off retail items at the Marketplace
- community garden plot
- discount on education programs for household members

To Apply:

Please send the following materials to info@taprootnh.org

- Cover letter, including
 - Your education, background, skills, & experience
 - Your interest in Taproot's mission
 - Your experience working with local food systems, in the North Country or elsewhere
- Resumé
- Contact information for three professional references



We will conduct interviews on a rolling basis and will keep the position open until the right candidate is found. **No phone calls or drop ins, please.**

About Taproot Farm & Environmental Education Center:

Taproot Farm & Environmental Education Center (Taproot) is a registered 501c3 tax-exempt nonprofit organization. Our work is guided by our mission, which is nurturing care for the environment by educating, inspiring, and connecting communities to the land, to their food, and to each other. Our work falls under three distinct but integrated realms: Education, Food & Agriculture, Ecological & Community Stewardship. Our programs include a Marketplace, a variety of Food Access programs and services, and a diverse slate of education programs. While Taproot's work is varied, each of its programs stems from the central principle that healthy food, a healthy environment, and a healthy community are intimately linked and mutually supportive. With this principle in mind, Taproot's programs support three impact areas: economic viability, restorative food systems, and environmental education.

Taproot is a complete non-smoking/non-vaping environment - no exceptions.

Taproot has zero tolerance for child abuse or placing children in danger. Taproot requires all employees who work in a program which serves children, disabled persons, or the elderly to have a criminal record check performed annually.

Taproot is an equal opportunity provider and employer. We do not and shall not discriminate on the basis of age, race, color, creed, gender, gender identity, sexual orientation, ability, financial status, national or ethnic origin, or any other classification protected by law in any of its activities or operations. These activities and operations include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, participation in all programs, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and customers.

