



**March 2017**

**Job Title** Fresh Produce Preparation, Packing, Delivery, & Sales Youth Staff

**Company** Muslim Community Link, Inc.

**Position Location** Worcester, Massachusetts

**Muslim Community Link, Inc.**

The Mission of Muslim Community Link (MCL) is to foster positive interactions and advance community integration by providing quality educational, wellness and referral services for all members, inclusive of the most marginalized within the Muslim Community.

Our Vision is a community in which all members are receiving necessary support, have a sense of belonging, and have achieved or are empowered to achieve physical, mental, and social wellness. One of the ways we seek to do this is through community programs aimed at fostering wellness within community members' lives.

We are seeking an organized, self-motivated individual to assist us in making our vision a reality. Our community building programs seek to build a stronger community by facilitating opportunities for community members to interact with one another in a positive and healthy environment. Black Seed Farmers Market seeks to connect community members of diverse backgrounds, with one another, as well as with local farmers, some of whom are recent immigrants and/or refugees in order to foster a connection around the importance of healthy food and local business. The Fresh Produce Preparation, Packing, Delivery, & Sales Youth Staff will support the Black Seed Farmers Market Coordinator to execute the weekly tasks of aggregating, preparing, delivering, and selling healthy fresh food boxes at market stops. The fresh produce box model is a new addition this season to Black Seed Farmers Market's products and as such will also entail creative thinking in regards to marketing the produce boxes.

**Job Description Purpose:**

The Fresh Produce Preparation, Packing, Delivery, & Sales Youth Staff will:

- Support Black Seed Farmers Market via produce aggregation and packing
- Work collaboratively with Market Coordinator, Assistant Manager Youth Staff, supplier farmers, & Worcester Regional Food Hub
- Coordinate with Black Seed Farmers Market Coordinator on necessary tasks for timely fresh food box preparation for farmers market
- Support program with creative thinking about produce box marketing, branding, & offering variations (think salad box, juice box, stir fry box, etc.)
- Assisting customers at drop-off/pick-up market stops



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**Responsibilities include:**

- Fresh produce preparation and packing, including washing, bagging/boxing
- Review online subscription orders to ensure accurate number of boxes are packed
- Coordinate with Black Seed Farmers Market Coordinator to ensure inventory meets demand for market days and pick-up/drop-off days and locations
- Educate customers on contents of produce boxes, work to increase produce box subscriptions, and assist customers with any other market shopping & checkout
- Educate customers on how to order boxes online
- Survey customers on their interest in other produce box “flavor” variations (think salad box, juice box, stir fry box, etc.) to cater to customers’ needs/tastes

**Minimum Requirements:**

- English Speaker – additional languages would be beneficial
- Strong interpersonal skills with the ability to work with people of different cultural and socioeconomic backgrounds and professions, i.e. farmers, immigrants, etc.
- Willing to learn project management skills
- An ability to complete accurate data entry
- An ability to work with a team
- An ability to manage time and to coordinate according to different variables
- Willingness to learn new skills and knowledge
- Ability to arrange for your own reliable transportation to and from work

**Desired Requirements:**

- A strong eye for detail throughout the process, execution and delivery of our programs
- A passion to excel and challenge the opportunities that our program can offer
- Demonstrated ability to work independently as well as collaboratively with others
- Demonstrated leadership and initiative
- Have a car or truck

**See The Rewards:**

Our Fresh Produce Preparation, Packing, Delivery, & Sales Youth Staff will learn, grow and develop in their program management skills, while engaging with a local network of organizations across multiple areas of the community and diverse groups of people.

Muslim Community Link, Inc. is an Equal Employment Opportunity Employer and is a drug-free workplace.