



# Position Information: Work Share

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Wednesday and Saturdays we welcome the public to our store. Since we have so many events in the evenings and weekends, we really need help with our store shifts. Cashiers will help keep the store stocked and clean, while selling and answering any other questions customers and visitors may have. This will include time to help open and close the store.

## Prerequisites

- ☐ Must attend orientation (compensated with store gift card)
- ☐ Must commit to at least 1 Saturday and 1 Wednesday per month (8:30AM-7:30PM, 1 hour break and 2 15-minute breaks)
- ☐ We ask for a minimum of a 3 month commitment with the ability to renew if all goes well
- ☐ 1 month trial period (to make sure it's a good fit for everyone)

## Position Requirements:

- ☐ Commit to a full season (3 months)
- ☐ Cashiers should be able to stand for long periods and lift and carry at least 50 lbs.
- ☐ We will prioritize those who are friendly and customer service oriented
- ☐ Cashiers must be eager to learn about the different vegetables we are growing, how to use them in the kitchen, and how to get people excited about them
- ☐ The store is open rain or shine and cashiers will be expected to work
- ☐ Fluency in conversational Spanish is required

## Expectations for the Position (review and be sure it fits your situation):

- Work safely and let a manager know if you do not feel comfortable in a certain situation.
- Be on time EVERY shift.
- Communicate in a timely and responsible manner as far in advance as possible if you cannot make it to the store by a certain time or not at all.
- Do not use your cell phone when there are customers in the store. Use your cell phone only during breaks and always step away from the group when using your phone. You will see staff using a cell phone now and then as part of their job.
- Stay focused and efficient with your time at the store. If you are done with a task, ask what needs to be done next or lend a hand where it is needed.
- Ask if you don't know. Clarify instructions that are not clear to you. Don't be afraid to ask questions or use your walkie-talkies!
- Work as a team! Stay aware that talking and discussion is not getting in the way of work.
- Open and honest communication is expected. Check in with us if you are having difficulty with a task or fellow worker.
- Observe, be present, ask questions, interact with visitors, and have fun.



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## Work Share Benefits:

- ☐ Be an integral part of a working urban farm and community farm store;
- ☐ Opportunities to grow skills based around retail operations, business development, growing seasons, community building, public health, and more;
- ☐ A gift card that amounts to \$10 for every hour worked (up to \$300) and can be used on anything at the Finca Tres Robles Store.

## Frequently Asked Questions (FAQ):

- ☐ *What do I need to bring?*
  - ☐ Comfortable shoes; Water bottle, lunch, and snacks; Positive attitude to go with the flow of the day; Weather appropriate clothing: Comfortable shoes are highly recommended; Finca t-shirt (provided by the farm) or a plain shirt; and appropriate shorts or pants
  - ☐ Any other personal needs: sunscreen; food and drink; medication, etc.
- ☐ *Can I bring my child and/or pet?*
  - ☐ While we do not allow children to volunteer during the work week, we encourage children and families to attend our Volunteer Days and other programming days.
  - ☐ We like pets; however, we've found that they interfere with getting work done. Dogs are not allowed at the farm.
- ☐ *What should I do with my cellphone?*
  - ☐ If at all possible, please leave your phones in our store office. While many of our tasks are simple, they do require concentration and focus and we ask our work share staff to be present to tasks at hand.
- ☐ *Do I need gardening, farming, or retail experience?*
  - ☐ No, you just need to be willing to learn and support our community of visitors to the store!
- ☐ *What if I can't make it one week?*
  - ☐ Let us know as early in the season/month/week as possible and we will try to schedule around any dates you will be unavailable. With any position, be sure to talk to our General Manager about any dates that you know you will be out of town.
  - ☐ If you are feeling sick and/or running a fever, do not come in and let your Manager know. We are handling food and it's necessary that we maintain high standards to keep our community safe and healthy.
- ☐ *Do work share staff receive anything in exchange?*
  - ☐ Yes. We want to help you achieve your goals – whether it's gardening or community building.
  - ☐ You will be invited to member and community events, meeting other fascinating people who share your interests.
  - ☐ You will also receive a gift card that amounts to \$10 for every hour worked (up to \$300) and can be used on anything at the Finca Tres Robles Store.



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- ☐ When not using the gift card, you may use an employee discount on your store items.
- ☐ *When do work share staff begin work?*
  - ☐ Store staff start their mornings at 8:30AM on Saturdays and Wednesdays. The store closes at 7:00 PM and there are closing tasks that must be completed before everyone can leave for the evening.
- ☐ *How do I get started?*
  - ☐ Complete the application and we will contact you about an interview. Finca will select final candidates based on their responses, qualifications, and willingness to learn. New cashiers will attend an orientation on a Wednesday and shadow for a store shift. During the orientation and shift, you'll get a clearer picture of all the work that goes into the space and what your duties will be.
  - ☐ Our positions fill up early in the season but if we are already full, we will add you to our waiting list to fill in if someone has to step away or we transition seasons.
- ☐ *What if the weather is bad?*
  - ☐ Safety is our number one priority. In the risk of severe weather, our team will be in contact with you about the opening of the store. However, we work rain and shine, hot and cold. Food is still essential so please show up for your shift unless there are unsafe road and weather conditions. Communicate this as early as possible to a manager.
- ☐ *What dates do these positions run?*
  - ☐ We will discuss work dates once you are set up. We ask for at least two shifts per month and a three month commitment.