

Store Manager (full-time)

About Us

Small Places is a 501c3 that develops farms to upend systemic inequalities in health at the neighborhood level. Our farms are a part of the fabric of the communities we exist in, providing convenient, affordable access to high quality foods and a safe and welcoming space for our neighbors.

Our first farm, *Finca Tres Robles* (Spanish for “3 Oaks Farm”), located just 3 miles east of downtown in the historic 2nd Ward is one of the only urban farms in Houston’s urban core and grows seasonal fruits, vegetables and herbs on 1.5 acres. Using intensive growing methods and following organic practices, our farm is one of the only sources of sustainable, fresh, and local produce on Houston’s East Side. As a community-driven farm uniquely striving to keep 100% of our produce within 3 miles of the farm, we have developed community outlets and relationships distributing our produce through a 9-month CSA, an onsite farm store, and subsidized distributions directly to community partners and neighbors. As a community space, we also host regular community events and educational opportunities such as field trips and classes.

Throughout its first year, the Farm Store has been an unduplicated amenity in our community providing long-term and consistent access to fresh produce. Having signed a historic 40-year lease on 1.5 acres in partnership with Harris County, the continued development of our Community Farm and Farm Store are critical to our work in supporting health in our neighborhood.

To read more about our mission and our work, please visit smallplaces.org

Job Description

Small Places is seeking a dynamic and experienced Store Manager to oversee the day-to-day operations of the Farm Store at our urban farm location, *Finca Tres Robles*, including daily store operations, community distribution programs, store staff management, and administrative responsibilities. The Store Manager will play a pivotal role in ensuring the success and sustainability of our Farm Store, fostering community participation and inclusion, and promoting our mission of community based urban agriculture as a tool for impacting community health. The Store Manager will work closely with the General Manager and Director of Operations to oversee the expansion of our Farm Store and support the accompanying food access programming operations.

Responsibilities

As Store Manager, your responsibilities will include but not limited to:

- Oversee day-to-day operations of the store including store opening and closing, maintaining inventory, overseeing product ordering/delivery from distributors, ordering in-store supplies, and communication and coordination with the other on-site teams (i.e. Farm, Development, Programs).
- Ensure maintenance of the Farm Store to food safety standards, including keeping an orderly work environment (inside and out), ensuring staff training and compliance, and maintaining clean facilities and equipment as appropriate.

- Lead the expansion of the Farm Store including merchandising, and procedure development, and building relationships with vendors and partners. The goal is to expand from being open to the public two days a week to four days by the end of 2026.
- Maintain and coordinate data gathering and sharing to support Store improvements, customer service, grant compliance, and community needs.
- Foster and maintain relationships with community members, stakeholders, and nonprofit partners.
- Oversee the finances of the store operations to manage budgets and coordinate with leadership.
- Support the Human Resource process for staffing under their management including hiring, training, and supervising employees for the Farm Store.
- Oversee the Farm Store staff (once hired) to manage the schedule and maintain ample coverage to get the work done including product sourcing, shelf restocking, inventory and waste management, vendor deliveries, and other general duties.
- Ensure adherence to policies and procedures across store operations to meet all internal Small Places standards, as well as grant compliance and certification standards.
- Support larger organizational goals including fundraising activities, community outreach, marketing, and communications.
- Keeping up-to-date and connected with local food access, food insecurity, and community health activities.

Qualifications and Experience:

- 2-5 years' management experience in grocery and/or retail operations.
- Demonstrate knowledge in budget planning, inventory management, staff supervision, and safety compliance.
- Passionate about food access and community development.
- Entrepreneurial spirit is a must; experience working with a start-up is a plus.
- Comfort with Point-of-Sale platforms are a must; familiarity with Toast is a plus.
- Possess exceptional customer service skills.
- Experience with a strong, high-energy team dedicated to exemplary service.
- Possess sound judgment and act levelheaded and fair-minded, especially under pressure.
- Excellent verbal and written communication skills.
- Bilingual (English-Spanish) required.
- Able to self-direct and carry out tasks independently.
- Well organized with attention to detail and proven ability to multitaskmulti-task.
- Thrives in working toward meeting and exceeding revenue and operational goals.
- Systems + process-oriented with experience creating SOP's, checklists, and accountability measures.
- Experience using Google Drive, Microsoft Office, and Canva
- Ability to meet deadlines.

Schedule and Pay:

- \$50,000-\$58,000 annualized salary – based on previous experience and evolving scope of role
- Health Reimbursement Account, 3 Weeks PTO, fresh produce

The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.

To apply, please send resume and cover letter to nhakim@smallplaces.org with "Farm Store Manager" as the subject.