

## **JOB DESCRIPTION—FARMSTORE MANAGER**

<b>Position Title:</b>	Farmstore Manager
<b>Location:</b>	In person, on-site at Smithereen Farm’s premises in Pembroke, Maine
<b>Reports to:</b>	General Manager
<b>Job Category:</b>	Regular Full-Time Employee (40 hours/week)
<b>FLSA Status:</b>	Non-exempt
<b>Employment Dates:</b>	April 13 - October 17, 2026
<b>Pay:</b>	\$24 per hour
<b>Benefits:</b>	Six days PTO, including sick and personal,

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### **OVERVIEW**

Smithereen Farm operates a seasonal farm store in Pembroke, ME from May to October. We carry a wide variety of local, organic products including meats, cheeses, fish, berries, fresh produce, and baked goods, in addition to staples, specialty foods, and housewares. This season, we intend to also offer hot and cold prepared foods in a grab-n-go format. We seek a responsible, mature manager to run the daily operations of the store, including online orders, for the 2026 season.

### **KEY RESPONSIBILITIES**

#### **Store Operations & Sales Management**

- Execute sales and merchandising plan.
- Add and maintain all products and inventory in Square and WooCommerce.
- Maintain and update vendor spreadsheets; onboard new vendors as appropriate.
- Coordinate product restocking including order placement, vendor communication, and local pick up when necessary.
- Ensure vegetables and perishable products are well maintained and in good condition.
- Coordinate with Commercial Kitchen Manager to stock farm store with value added and takeaway products.
- Oversee staff reporting of cash sales.
- Deposit cash and checks into the farm’s bank account.
- Enter vegetable sales data into the MOFGA reporting template clipboard.

#### **Online, Wholesale & Special Program Sales**

- Pack and ship online and wholesale orders.
- Create and manage customer journey emails to increase online sales.
- Manage reporting requirements for WIC and Senior FarmShare programs.
- Prepare monthly sales reports and make recommendations to the core team for improvement.

## **Customer Experience & Communications**

- Manage all customer communications related to the farmstore and online orders.
- Ensure customers are greeted warmly and oriented to the farmstore, products, and pricing.
- Manage inventory levels of brochures, maps, and visitor information materials.
- Help orient customers to local food and local economy opportunities.
- Provide support and information to HIPCampers, tourists, and other visitors to the Smithereen Farm campus.

## **Staff Supervision & Scheduling**

- Hire, train, schedule, and manage Farmstore Cashiers.
- Oversee staff responsibilities including:
  - Greeting customers and running the cash register.
  - Opening and closing the store following established procedures.
  - Counting and tracking all customers who enter the store.
  - Taking out trash and recycling.
  - Maintaining cleanliness of the farmstore, parlor, and public areas.
  - Cleaning shelves, products, and store surfaces.
- Ensure adequate staffing coverage during peak hours, events, and weekends.

## **EXPERIENCE AND QUALIFICATIONS**

- Prior management experience in sales, retail, or merchandising.
- Strong verbal and written communication skills.
- Proficiency in Google Workspace tools including Google Sheets.
- Hands-on approach to managing cleaning, maintenance, and hosting duties as part of daily operations.
- Ability to learn and use WooCommerce, Pirateship, Square Administration, and similar tools.
- Strong organizational and multitasking skills, with the ability to manage interruptions.
- Interest in sustainability, community engagement, and promoting local agriculture.
- Must possess a current driver's license.
- Must be able to lift 50 pounds.

## **WORKING CONDITIONS**

- Physically active role involving standing, lifting, repetitive tasks, and temperature variation.
- Fast-paced during peak busy periods.
- Schedule will include weekends based on farmstore scheduling needs.

## **ABOUT SMITHEREEN FARM**

Smithereen Farm is a certified organic farm located in Pembroke, Maine. We're building an abundant, dynamic, and multi-faceted agroforestry operation, producing healthy food for Washington County and beyond. For more information, visit [smithereenfarm.com](https://smithereenfarm.com).

## **OUR RELATIONSHIP WITH GREENHORNS**

Smithereen Farm regularly hosts workshops and other events on its premises in collaboration with Greenhorns, a nonprofit devoted to reforming our agricultural system through education and advocacy. For more information about Greenhorns, visit [greenhorns.org](https://greenhorns.org). Except as expressly provided in this job description, an employee's participation in Greenhorn's activities and events is entirely voluntary and is not part of any employment expectation. Any such voluntary participation may only occur during non-work hours.

#### **HOW TO APPLY**

Interested candidates should apply through the [Smithereen Farm 2026 Job Application Google Form](#), which requests a resume and cover letter detailing relevant experience. Applications will be reviewed on a rolling basis until the position is filled. Questions may be directed to [office@smithereenfarm.com](mailto:office@smithereenfarm.com).