



Job Description – Veg Box / Wholesale / Admin Support Team Member

Start Date: September 2016

Duration: Ongoing pending three month probationary period.

Responsible for: Veg Box/Wholesale coordination and administration support across the enterprise.

Hours: 35

Rate of Pay: Living wage of £8.25 (rising to £16k p/a after probationary period), staff discount, tea, stale bread, workplace pension.

Location: Locavore Veg Box HQ, Calder Street, Glasgow

About Us:

We're a not-for-private-profit social enterprise food business which wants to help build more sustainable local food systems which are better for society and our environment. We run a small grocery store on Nithsdale Road on the south-side of Glasgow, have a 2.5 acre market garden (with chickens, ducks & pigs), provide veg boxes to over 250 households per week, and have an Urban Croft where we get people involved in food growing.

We have just taken on a warehouse space from which to expand our veg box scheme and wholesale business. We're now looking for a new team member to help with this.

Find out more:

www.glasgowlocavore.org,

www.facebook.com/GlasgowLocavore

About this role:

We're looking for someone to join our small team and play a full part in what we do and what we want to do going forward. The role will involve co-ordination of our veg box and wholesale business while taking on administration and support tasks across the enterprise. You will work alongside our current veg box coordinator and our team of drivers and packers. You will also work with our growers to arrange harvests lists and arrange orders/deliveries with the shop team.

Person Specification:

We're looking for dynamic, multi-skilled person with enthusiasm for what we do, plenty of common sense and the ability to problem solve and deal with stuff when it goes wrong.

If you need a lot of structure, routine and support then this job won't work for you. You'll hate it and you'll probably be rubbish at it too. If however your the type of person who likes responsibility, developing your own skills and coming up with solutions to problems then this might be the role for you. You will help create the new structure and routine we need going forward.

Sharing our ethos of local sustainable food, sustainability and a desire to create an alternative to supermarkets is also important.

Skills & Attributes Sought:

- A good grasp of common software packages.
- Good at dealing with customers on the phone and an knack for friendly, efficient email correspondence.
- Ability to coordinate and organise a variety of tasks and work as part of a team to collectively achieve our objectives.
- Ability to use your skills to provide administrative support to other sections of the team.
- Able to juggle with 25kg sacks of oats, ringing telephones and cabbages (metaphorically or for actually able to).
- Able to innovate and spot opportunities to improve the way we work.
- Desire to learn new skills.
- Calm in the face of disaster.

Desirable Skills:

- Computer skills which include using Linux, develop complex spreadsheets or basic coding.
- Experience of working in a similar environment.
- Driving licence.

How to apply:

The closing date is 5pm on Sunday the 28th of August.

Please submit a CV (maximum 2 pages) along with a one page cover letter outlining why you want to work with us and what you think you could bring to the team in terms of experience, skills and ideas.

Applications should be by email to recruitment@glasgowlocavore.org and the subject heading should be 'Application - Veg Box/Wholesale'.

Thanks for your interest!