



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

**Start Date:** As soon as possible

**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 £8.45 (rising after 3 month probationary period), staff discount, tea/coffee, 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, grow fruit and vegetables across three sites in and around Glasgow, and provide veg boxes to over 350 households per week.

We also help new growers get started through our Grow the Growers programme and help those facing food poverty through our Good Food Fund.

We're currently on the cusp of opening a much larger store and are looking to expand our wholesale service for cafés, restaurants and other independent retailers.

### **Find out more:**

[www.glasgowlocavore.org](http://www.glasgowlocavore.org),

[www.facebook.com/GlasgowLocavore](https://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 and wholesale customers.

The role is largely office and computer based. Much of the time will be spent

corresponding with customers and updating our management system to add new customers and update their orders. Other key tasks include putting together produce orders for veg boxes, coordinating and packing orders, producing newsletters and undertaking administrative tasks. Beyond these core tasks you will work to continuously improve the service, making it better for our customers and more efficient to run.

### **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 develop the structure and routines as we go 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 really 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. This is really important.
- Desire to learn new skills.
- Calm in the face of disaster.

### **Desirable Skills:**

- Computer skills beyond the basics. A grasp of Python would be very useful.
- Experience of working in a similar environment.
- Driving licence.

### **How to apply:**

The closing date is 5pm on Friday the 25<sup>th</sup> of May.

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](mailto:recruitment@glasgowlocavore.org) and the subject heading should be 'Application - Veg Box/Wholesale'.

Interviews will be held on Tuesday the 30<sup>th</sup> of May.

Thanks for your interest!