

Agricultural Foundation of California State University, Fresno

MANAGER, GIBSON FARM MARKET JOB ANNOUNCEMENT #15-840

POSITION SUMMARY:	<p>Full-time, benefited position for the Gibson Farm Market (GFM) with the Agricultural Foundation of California State University, Fresno. The Gibson Farm Market sells products grown, processed, and packaged from the University Ag Laboratory. The Gibson Farm Market is an enterprise that is operated by the Agricultural Foundation of California State University, Fresno, a recognized auxiliary organization. The Gibson Farm Market is the on campus retail outlet that showcases the work of Fresno State agriculture students to the community at large and is in itself an educational piece of the University Ag Laboratory. The Gibson Farm Market is supported by faculty and staff from the Jordan College of Agricultural Sciences and Technology. In addition to the Gibson Farm Market, the Ag Foundation manages and operates livestock, field crops, orchards, vineyards, and other farm enterprises which provide students with a hands-on experience in support of the academic program.</p>
ESSENTIAL JOB FUNCTIONS:	<p>The position will be responsible for the overall operation and management of the Gibson Farm Market that results in increased product opportunities for the various farm enterprise units.</p> <ul style="list-style-type: none"> • Responsible for all aspects of managing and operating an approximately 4,000 sq. ft. campus retail operation • Manages Financial Performance; Prepares, justifies, and administers budgets in accordance with Farm Market, Ag Foundation and University goals and strategies. Ensures expenses are accurately forecasted and modified in line with sales performance. • Monitors the execution of expenditures against the operating plan and makes corrections when necessary. Employs established methods or techniques to the analysis of financial data. Uses knowledge of financial data, including history, strengths, and weaknesses, to evaluate potential solutions to situations. Develops, implements, and monitors action plans to ensure the attainment of financial goals. • Knowledge and understanding of POS database, ability to generate necessary sales and cost of goods reports. • Develops and leverages internal and external partnerships, networks with campus enterprise units as well as the external community to maximize the product offerings and marketing strategies; collaborates and communicates frequently with fellow enterprise managers, identifying areas of additional Fresno State farm product and packaging opportunities. • Responsible for compliance with proper cash handling procedures including oversight of daily deposits. • Responsible for all inventory aspects for the store, including supervision and reconciliation of monthly and year-end inventory processes, working to identify areas to improve inventory shrink and continuously improving inventory quality for longevity of perishable merchandise. • Communicate and facilitate product orders from other enterprise units (i.e. Meats Lab, Winery, Orchard, Dairy Processing, etc.). • Creates and maintains an environment that provides customers with desired products, services, and experiences. Combines experience, insight, and data to determine how to best exceed customer needs. Develops and implements initiatives, practices, and plans to capitalize on customer-focused growth and improvement opportunities. Ensures the removal of barriers to delivering exceptional customer value, service, and support. • Plan and organize special promotional events such as the Summer Farm Festival, etc; Maintain website and other social media to promote product offerings • Provides supervision and development opportunities for students by hiring; providing direction; setting expectations; holding staff accountable; rewarding; and guiding the development of staff development. • Ensures competitive talent by championing Farm Market student staffing initiatives; addressing new business needs or anticipated turnover; promoting opportunities to attract and retain a high performing diverse workforce; ensuring talent pipeline; and guiding the leadership development process.

	<ul style="list-style-type: none"> • Cultivates an environment where student staff respect and adhere to standards of integrity and ethics by integrating these values into all programs and practices; developing consequences for violations or non-compliance. • Develops and communicates Farm Market goals, objective and strategic goals that build commitment and support. Builds diverse, high-performing teams that accomplish organizational changes, goals, and priorities. Ensures strategies, change initiatives, and competitive information are communicated in clear and compelling ways. • Cultivates an environment that promotes positive working relationships with enterprise staff and vendors • Responsible for ensuring compliance with health department and ABC requirements for food preparation and wine tastings (TIPS training) as well as audits from Fresno County Weights and Measures. • This position is a vital link between the University Agricultural Lab's food production enterprises and the public, the Gibson Farm Market Manager must be engaged with other managers to be able to relay product and crop knowledge as well as the educational story to the public. • Other duties as assigned
QUALIFICATIONS & EXPERIENCE:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Bachelor's degree from a four-year college or university preferred • Five (5) years related experience and/or training; or equivalent combination of education and experience • Possession of a valid, current driver's license and a demonstrated good driving record. (Any job offer made will be contingent upon proof of a good driving record as determined by a check for violation recorded with the Department of Motor Vehicles.) • TIPS trained and Food Safety Certified preferred • Forklift certification or the ability to obtain it • Computer literacy required • Knowledge of how to operate and generate reports from a retail point-of-sale system • Customer service driven • Strong interest in agricultural production and the relationship with retail food sales • Work effectively with faculty, students and staff from diverse ethnic, cultural, and socio-economic backgrounds • Understanding of the storage and sale of fresh produce and other perishable items • Retail and wholesale marketing skills • History of regular attendance and positive performance evaluations • Must be able to work well with the public in a professional manner • Able to handle requests in a timely manner • Ability to prioritize and be very organized as the position may require handling many tasks at once • MUST be able to meet deadlines • Equipment monitoring and maintenance/service scheduling
SALARY:	\$3,500 - \$4,583.33 per month, DOE. Benefits include health, dental, vision and life insurance, vacation, sick leave and holiday pay.
DEADLINE:	Application review begins Friday, January 15, 2016. Position will remain open until filled.
TO APPLY:	<p>Visit our website at http://auxiliary.com/auxhr/jobs.html to locate and print job application or obtain employment application at:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Avenue Fresno, CA 93710 Fax: (559) 278-0988</p> <p>Application & resume may be e-mailed to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

Employment for this position is by the Agricultural Foundation of California State University, Fresno. This is not a State of California position.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER