



## Position Description: Farm Store and Kitchen Assistant

### Mission and Organizational Overview

Re:Source Cleveland is a 501(c)(3) nonprofit organization with a mission to serve international newcomers as they navigate challenges and collaborate with them to reach their dreams in Greater Cleveland. The organization was established in 2010 and works with a newcomer population that includes former refugees, humanitarian parolees, asylees, and individuals with temporary protected status. Our organization's goals and objectives revolve around being responsive to the needs of northeast Ohio's newcomers as they rewrite the story of their families' futures in a new home. The organization's programs are critical to both the short- and long-term economic success as well as the social and emotional integration of these NEO community members.

Ohio City Farm is a social enterprise of Re:Source Cleveland which carries out the Re:Source mission through fair wage employment for international newcomers. The farm employs a team of newcomers to grow produce and operate a farm store and kitchen on 5 acres in Cleveland's vibrant Ohio City neighborhood. The farm is located just steps from the bustling W 25th corridor and abutting the future 25 acre Irishtown Bend Park on the banks of the Cuyahoga River.

**Position Reports to:** Senior Farm Manager

**Time Commitment:** Full time, Non-exempt, 35 hours per week.

Weekly schedule: Thursday 7:30AM-3:30PM, Friday-Sunday 9:30AM-6:30PM

**Date Posted:** February 6, 2026

**Salary:** \$18.15 per hour

### Position Overview

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Re:Source seeks an organized, enthusiastic, and experienced individual to assist with operations of our farm store and kitchen at Ohio City Farm. Successful applicants will be flexible, highly motivated, and have experience that reflect the demands of this position.

The Farm Store and Kitchen Assistant will assist the Farm Store and Kitchen Coordinator in daily operations of our Farm Store and Commercial Kitchen Operations.

The Farm Store and Kitchen Assistant's duties in the Farm Store will often be self-directed, acting as a shop clerk along with a second person with the same job description. Duties will include providing excellent customer service, operating our POS system, restocking, recording inventory,

notifying the manager when supplies need to be restocked, and keeping the store clean and organized. The Farm Store and Kitchen Assistants will also play a key role in distributing the farm's CSA shares.

Duties related to the kitchen will include working directly with the Farm Store and Kitchen Coordinator to execute written recipes for prepared foods, baked goods, pickles, etc for sale in the farm store. Duties in the kitchen will also include cleaning dishes, carrying out deep cleaning tasks, and keeping the kitchen in order according to local health codes.

As time goes on, this position will have a significant opportunity to grow into a role with more responsibilities in either the farm store or the kitchen, depending on where the individual thrives and shows interest.

### **Responsibilities:**

- Provide excellent customer service while assisting guests when shopping and checking out in the farm store
- Follow all building and food handling procedures which are in accordance with local health department requirements
- Operate our point of sale system and client management software for store, CSA, and vendor transactions
- Coordinate with staff and volunteers when they are completing tasks within the store and kitchen
- Assist the team with regular farm building cleaning and maintenance
- Update and restock farm store inventory as necessary
- Maintain a welcoming and friendly environment for guests and staff
- Assist with cooking and cleaning duties in the kitchen as needed

### **Required Skills and Qualifications**

- Must be 21 yrs. of age or older, have legal work authorization, and possess a valid driver's license
- Previous experience in retail operations, food service or hospitality, with a strong background in customer service
- Excellent communication skills and the ability to work collaboratively with farm and kitchen staff from a wide range of backgrounds
- Knowledge of food safety and sanitation standards
- Ability to lift up to 50 lbs on a regular basis, stand for extended periods, complete physical tasks including bending and kneeling.
- Passion for local food

## **Preferred Qualifications**

- Food Handler's Certification, with willingness to obtain Food Manager Certification
- Experience in a retail setting
- Experience operating point-of-sale (POS) systems
- Commercial kitchen experience
- Knowledge of produce and small farm practices
- Ability to work in a self-directed manner
- Desire to stay long-term in this role and grow into new responsibilities

## **Perks:**

- Medical benefits with optional vision and dental coverage & health savings account
- IRA savings plan with employer contribution
- Share of farm produce and employee discounts on farm store and kitchen products
- Join a diverse, creative, passionate and talented team

**Interested candidates should submit a cover letter, resume, and three references to Michael Bartunek at [Michael@resourcecleveland.org](mailto:Michael@resourcecleveland.org) with subject "Farm Store and Kitchen Assistant Application."**