



Healthy Retail Associate

About the organization

Mandela Partners is a non-profit organization that works in partnership with local residents, family farmers, and community-based businesses to improve health, create wealth, and build assets through local food enterprises in low-income communities.

Job overview

The Healthy Retail Associate is responsible for ordering, delivering, and maintaining fresh produce at community produce stands in our Healthy Retail network, assisting nutrition educators and volunteers to conduct outreach and community engagement activities, and providing good customer service to local customers. The Associate will report to the Community Produce Stand Coordinator and will provide additional program support as needed.

General duties include:

- Build strong relationships with community residents and produce stands site partners
- Coordinate produce stand schedules with Community Produce Stand Coordinator
- Maintain clean, orderly and fresh displays
- Assure that produce is fresh, available and properly priced
- Track inventory and waste
- Generate orders, invoices, and waste reports
- Carry out outreach/marketing activities to inform community members about produce available at community produce stands
- Conduct surveys to identify community needs
- Help organize nutrition education events with Wellness Coordinator

Additional Duties may include:

- Office support
- Filing papers, entering data
- Helping maintain a clean and productive work environment
- Community outreach and engagement

Qualifications:

- Punctual, reliable, responsible, attentive to detail, and self-motivated
- Can lift up to 50 lbs occasionally, 35 lbs regularly
- Clean driving record
- Strong customer service and community engagement skills
- Fast at and comfortable with basic math skills
- Team player
- Experience with data entry and Microsoft office a plus
- Experience with produce and quality control preferred



- Passionate about local food systems, health/wellness, and community development
- Bilingual Spanish-speaking is **strongly preferred**, but any bilingual language capacity also preferred

Mandela Partners is an equal opportunity employer: LGBTQ, people of color, women and lifelong Oakland residents are encouraged to apply. Pay starts at \$18/hr. FTE 32 hrs/week with health/dental/vision benefits. Please send your resume, cover letter, and unofficial driving record to Ciara at: ciara@mandelapartners.org.

Driving records may be obtained for free on the California DMV website - <https://www.dmv.org/ca-california/driving-records.php>. See the "Driver Record Request Link" on this page to begin process of obtaining an unofficial driving record.

or by mail to:
Mandela Partners
Attn: Ciara Segura
1344 7th Street
Oakland, CA 94607