



Food Hub Retail Clerk

Abbey Gardens is a charitable organization created with a mission to transform a spent gravel pit into a green space dedicated to developing economic, ecological, educational, and recreational growth within our community. We bring this mission to life by focusing on three key pillars, Environmental Restoration, Community Education, and Local Food Systems. The Food Hub team is dedicated to supporting Local Food Systems by bringing together a network of activities that connects food production, processing, and distribution to support our local economy and local community.

The Food Hub Retail Clerk will be responsible for serving retail and café customers, providing excellent customer service, collaborating with team members, creating, and maintaining retail displays, managing inventory, and some kitchen prep and dishwashing. At Abbey Gardens, our priorities are customer experience, quality products, and creative problem solving, and we're looking for a new team members who values those same things!

Primary Responsibilities:

- Customer Service - assisting customers on the floor with finding products, and answering questions about products
- Working in the Café to make espresso drinks, serve baked goods, and grilled sandwiches
- Ensuring the Food Hub always looks appealing for customers, including cleanliness
- Stocking shelves and coolers neatly and completely
- Assuring refrigeration equipment is operating within accepted temperatures
- Comfortable using POS system, including both cash transactions and use of the credit card and debit card terminal
- Collect eggs from chickens and ducks in garden, and support animal care/feeding of our flock and ponies as needed
- Assist with festivals and events held by Abbey Gardens
- Other tasks as requested by Management

Abilities and experience:

- Excellent customer service skills
- Comfortable handling and preparing food
- Possess Safe Food Handling Certificate, or willing to get it
- Knowledge of local food systems
- Knowledge of farm to table experiences
- Interest in local food
- Team player

Hours: Part time hours available. Saturday and Sunday shifts rotated through all staff members.

Please submit a detailed resume by March 21, 2025, to:

Deanna Kean, Food Hub Lead
deanna@abbeygardens.ca