



Job Description

Tours & Events Coordinator

Apricot Lane Farms is a 214-acre Organic, Biodynamic, Regenerative and Humane Certified farm based in Moorpark, California. We are looking for an experienced and professional Tours & Events Coordinator. This position serves as an ambassador of the farm, helping organize and run all manner of farm events, tours, tasting events, as well as working our on-farm Farm Stand and farmers markets. The ideal candidates for this position will be individuals who are incredibly organized, resourceful, team-oriented, passionate about regenerative, organic farming practices, appreciate quality, nutrient-dense food, and are good communicators.

Responsibilities and Duties:

- Plan, organize, and run farm Tours and Events for the public
- Coordinate caterers and additional outsourced help for specific events
- Communicate and run the administrative side of tours and all customer relations around tours and events
- Oversee that tours and events run smoothly and make adjustments as needed
- Assist with On-Farm hospitality and farm guests
- Work Farmers Markets shifts in our local LA & Ventura County farmers markets and our on-farm Farm Stand
- Greet, communicate, and field customers' questions and requests in a professional and courteous manner
- Engage customers, sample, and knowledgeably answer questions about the farm's produce and products
- Load and unload equipment, tools and inventory to set up and tear down sales booths, tables, tents and all equipment/products at both farm events and farmers markets.
- For Farmers Market work, responsible for loading vans at the farm prior to the market, set up at the market, loading vans at the end of the market and unloading back at the farm at the end of the day.
- Responsible for electronic and cash sales
- Accountable for cash made available for sales transactions
- Organize, refill and reorder products and supplies Assist in the farm packhouse as needed
- Attend outside events if/when needed - such as expos, tastings, conferences, and other events that require the presence of an Apricot Lane Farms representative
- Follow 'opening and closing' procedures each time a tour is operating
- Crosstrain in multiple departments on the farm to build thorough knowledge base of the farm
- Perform other duties as assigned to meet business needs

Requirements

- High School Diploma or equivalent
- Prior experience in food/beverage or events is advantageous
- Excellent customer service and conversational skills
- Team player - maintain positive work relations
- Ability to work well independently with minimal supervision, as well as take direction from lead
- Ability to Interact with all levels of guests, volunteers, management, and staff
- Must be willing and able to walk up hilly and steep terrain daily
- Able to bend, stoop and kneel for extended periods
- Ability to lift and carry a minimum of 35 pounds with and/or without assistance.
- Valid Driver's License with clean driving record



Benefits

- Excellent Health Benefits (Medical, Dental and Vision), Paid Holidays, Paid Sick Time, Paid Sick Leave, 401K, Employee Assistant Program, Flexible Spending Account plus more...

Job Type:

- Full-time

Application Instructions

- Please send Cover Letters and Resumes to jobs@apricotlanefarms.com