



Job Description Tours & Events Facilitator

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 Facilitator. This position serves as an ambassador of the farm, assisting the Tours & Events Coordinator to organize and run all manner of farm events, tours, tasting events, as well as working at 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 nature, appreciate quality, nutrient-dense food, and are good communicators.

Responsibilities and Duties:

- Assist in planning, organizing, and running farm Tours and Events for the public under the Tours and Events Coordinator
- Assist in coordinating additional outsourced help for specific events
- Assist with the administrative side of tours and all customer relations & communications around tours and events
- Assist planning and executing tours and events in making sure they run smoothly and help adjust as needed
- Assist with On-Farm hospitality and farm guests
- Work Farmers Markets shifts in our local Farmer's Markets and 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, farm's produce and products
- Load and unload equipment, tools, and inventory to set up and tear down for tours and events
- Responsible for electronic and cash sales
- Accountable for cash made available for sales transactions
- Organize, refill and reorder products and supplies.
- 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 and/or event is operating
- Crosstrain in multiple departments on the farm to build knowledge base of the farm
- Perform other duties as assigned by the Tours and Events Coordinator 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 Assistance Program, Flexible Spending Account plus more...

Job Type

- Full-time

Application Instructions

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