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| Job Title: | | Agritourism Manager | |
| Department/Group: | | Farm Market | |
| Location: | | Orr’s Farm Market  682 Orr Drive, Martinsburg, WV 25403 | | Travel Required: | No |
| Level/Salary Range: | | Negotiable Based Upon Experience | | Position Type: | Full Time |
| HR Contact: | | Katy Orr-Dove | | Date posted: | April 2025 |
| Will Train Applicant(s): | | Yes | | Posting Expires: |  |
| Applications Accepted By: | | | | | |
| Email:  orrsinfo@gmail.com | | | Mail:  Katy Orr-Dove  Orr’s Farm Market  P.O. Box 906  Martinsburg, WV 25402 | | |
| Job Description | | | | | |
| Role and Responsibilities  Location Management:   * Oversee opening and closing of The Barnyard, The Gift Shop, any food trucks, and the Birthday Party Barn. * Ensure exterior and interior of The Barnyard and grounds are ready for guests by open. * Assist with projects to improve the appearance of The Barnyard. * Oversee food safety in the food prep areas. * Complete opening safety checklists. * Be aware of events on the farm and be ready to guide staff on providing information to guests. * Oversee that rules and safety precautions are followed by guests and staff while on the property. * Make sure the premises are secure and that money is properly handled at day’s end. * Research new attractions, and present budgeting and operational plans to owners.   Leadership:   * Motivate staff to complete tasks efficiently and to the desired level of completion. * Follow all handbook rules and wear professional attire for the setting. * Assist with staff interviewing, training, and reviews. * Ensure compliance with all company and government policies. * Monitor the secure handling of cash by employees at open and close of each shift. * Assist with scheduling staff, help create staffing budgets, and monitor shift trades. * Communicate team concerns to management. * Be a main point of contact for safety concerns.   Customer Service:   * Greets/acknowledges customers in a friendly manner. * Makes customers feel important over other tasks. * Balances work that needs done with customer interactions. * Willing to go the extra mile for customers. * Resolve customer complaints and concerns in a professional and timely manner. * Quote customers correct pricing and follow through on all orders. * Create events that meet the needs of our guests and assist with booking and billing.   Inventory Management:   * Maintain vendor relationships. * Communicate with Manager, Staff, and Team Leaders about produce issues, discounts, and availability. * Work with management on purchasing budgets, reviews, and new item ideas. * Oversee that physical inventory is completed on a monthly basis and that products are handled and rotated correctly. * Prevent loss of product or mishandling of product.   Required Skills   * Experience with Farm Animals * Adept at Social Media * Lifting up to 50 pounds   Preferred Skills   * Quickbooks * First Aid/CPR Training * Experience with Clover POS and reservation software | | | | | |
| Reviewed By: |  | | | Date: |  |
| Last Updated By: |  | | | Date/Time: |  |