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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-DoveOrr’s Farm MarketP.O. Box 906Martinsburg, WV 25402 |
| Job Description |
| Role and ResponsibilitiesLocation 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
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| Reviewed By: |  | Date: |  |
| Last Updated By: |  | Date/Time: |  |