

Market Co-Manager Day of Position

Job Description

The Marlette farmers market is a community market, supported by the DDA, community members, and a host of other local agencies. The market will provide access to locally grown fruits, vegetables, and other farm products, while creating a sense of community within the City and helping to revitalize the downtown district.

Co-Manager Position

The Market Co-Manager is a part time position with primary responsibility being the day-to-day operation of the farmers market. This will include an on-site presence at the market during all market hours, 11 am-4 pm, as well as set up 9:30 am and tear down at close. Most weeks this will be a 9:30 am-4:30 pm shift, but special events may require a longer day.

The co-manager will report to the Market Manager who will set all market policy. In addition, the co-manager will:

- Arrive prior to market vendors arriving and remain throughout the market day to:
 - Setup tents and tables for vendors who pay for premium stalls.
 - Properly place vendors in stalls, including assigning market stalls to daily vendors
 - Place market signs, parking signs around town & pick up after the market
 - Ensure all rules and regulations are adhered to
 - Ensure all state and county regulations are adhered to
 - Answer questions for vendors and consumers
 - Sanitize frequently touched surfaces throughout the day including picnic tables
 - Resolve disputes that arise
 - Maintain market grounds in a safe manner
- Operate market manager's booth
 - Have nutritional education materials to distribute
 - Have recipes for seasonal, local foods that are available in the market
 - Operate market's EBT program for SNAP, Double Up Food Bucks, & Project Fresh
 - Collect dues from vendors and complete daily financial summary
- Communicate market policies, activities, and rules to farmers, keeping them informed throughout the season
- Bring suggestions from farmers back to the market board/committee
- Conduct periodic customer counts each market day to assess the level of growth in market usage
- Assure the market site is clean once the market is closed and the vendors have left for the day
- Maintains positive relations with vendors, merchants, community organizations, and the general public. Responds to inquiries and provides general information to citizens regarding Market operations, policies, and procedures.

Preferred Knowledge and Qualifications

- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.
- Knowledge of the principles and practices related to farmer's market operations and facilities management OR retail store operations.
- Excellent customer service skills, including responding diplomatically to customer questions and complaints, and enforce social distancing.
- Ability to establish effective working relationships and use good judgement, initiative, and resourcefulness when dealing with employees, City officials, professional contacts, community leaders, the media, and the public.
- Ability to multi-task, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
- Physical ability to withstand hot weather, setup tents, and lift/carry up to 40 pounds.

This is an independent contractor position paying \$100 per market day worked. Contractor is responsible for payment of their own taxes and must file a W-9 form prior to beginning work. Training and meetings are paid for at \$10/hour.

Interested parties should send a resume by 6/30/2020 to:

Lisa Kenny, Marlette Farmers Market Manager
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