



## **Job Posting: Assistant Manager, Proctor Farmers' Market**

### **Proctor Farmers' Market Overview:**

In 2021 the Proctor Farmers' Market will celebrate our 27th year providing the community with fresh, locally grown farm products while providing area growers with a venue for their crops and products. In addition, we seek to educate the public about the importance of local agriculture, sustainable business and the impact we have on the environment. Bringing people together at the Farmers Market helps promote a greater sense of community, serves as an educational forum, and helps encourage local business development. The Market also focuses on making healthy food accessible to its diverse customer base with acceptance of EBT, WIC & Senior WIC, and was the first in the area to offer *Fresh Bucks*, now known as SNAP Market Match, an EBT matching program.

Customers that attend the market each year come for the outstanding mix of food-focused vendors (our Market does not have any crafts or artisan goods), great customer service, and a sense of community. As Pierce County's only 4-season market, we are open 42 weeks a year:

### **Proctor Farmers' Market 2021 Schedule:**

#### **Winter Season:**

**Second Saturdays | 10am-1pm | Jan 9, Feb 13, Mar 13, 2021**

#### **Regular Season:**

**Saturdays | 9am-2pm | March 27 - December 18, 2021**

*If you are interested in local foods, have great communication and customer service skills, would like to be a part of a market community that gives customers the year-round opportunity to buy fresh, locally grown and produced products, then we look forward to hearing from you!*

**Job Opening: December 15, 2020**

**Job Closing: Jan 31, 2021**

### **Required Qualifications:**

- Ability to work in a fast paced, variable environment.
- Comfort adjusting to variable work conditions and adapting priorities.
- Strong communication skills.
- Outstanding customer service skills.
- Adept at establishing and maintaining strong and respectful professional relationships.
- Basic capacity to work with numbers, count cash, and perform simple math.
- Ability to work with individuals or groups of diverse backgrounds.
- Basic computer skills and smart phone capabilities.
- Ability to work in all weather conditions transporting trash, lifting canopies, totes, tables, chairs, etc.
- Detail orientated skills such as ability to organize, designated task focus, and time management.

**Preferred Qualifications:**

- Background or interest in local food systems and/or community programs.
- Experience working with and/or managing volunteers.
- Familiarity with Microsoft Word, Excel, Constant Contact, Facebook, Twitter, and Google Apps.
- Spanish or Hmong language skills.
- Big Bonus: Current Driver's License with clean driving record; willingness to drive an 18-foot box truck short distances on Market days.
- CPR Certification.

**Education Level:** College Degree preferred, or High School diploma with related work experience.

**Assistant Manager Hours:**

This part time position will require that the Assistant Manager work approximately:

- 8 hours on Saturdays during Winter Markets on Jan 9, Feb 13, Mar 13, 2021
- 10 hours per week every Saturday during Regular Season, March 27 - December 18, 2021
  - **Compensation:** \$16.50 / hour, no benefits included.
  - On-the-job training provided

**Extra Hours Option: Thursday Signs**

- The Assistant Manager position can also include the 'Thursday Signs' staff position resulting in extra compensation:

Set-up 30 "No Parking" signs in the Marketplace every Thursday morning when the Market is in session. The job requires unloading the signs from the Market truck onto a cart, placing each sign in a specific location, and stringing yellow caution tape between each sign. Job takes approximately one hour.

- **Compensation:** \$30/week, plus extra stipend if driving the Market truck.
- On-the-job training provided

**Example of Job Duties:**

- Support the Market Manager with all essential functions of weekly Saturday markets including assisting with Market Information Booth, on-site operations (which includes handling trash, compost, and recycling), operating credit card/EBT machine and SNAP Market Match EBT incentive program, assisting customers and volunteers, taking customer counts and collecting vendor fee and commission packets.
- Oversee Set-up/Knock-down Staff to help facilitate teamwork and canopy and signage placement.
- Monitor and maintain appearance of Merchandise Booth and Kids Booth (*not applicable during COVID-19 protocols*).
- Coordinates on-site Cooking Demos (set-up/knock-down) (*not applicable during COVID-19 protocols*).
- Installs all Market Event Banners/signage as required and assists Manager with on-site monthly special event facilitation (*no special events during COVID-19 protocols*).
- Update Market Manager with relevant information and observations throughout the Market day.
- Help maintain a clean, organized, and welcoming market through-out the day, and perform additional tasks assigned by the Market Manager to support general Market operations.
- If driving the Market truck, ensure that it is on site when needed and driven safely to and from the Marketplace and our secure parking lot at Pearl Street Storage.

**Duties Specific to COVID-19:**

- Monitor and maintain COVID-19 safety and health guidelines in the Marketplace from AM setup through PM knock-down, e.g., enforcing/explaining social distancing, mask compliance, monitoring staggered entry, etc.
- Open, close, and update information about the Market traffic in our custom Gatekeeper attendance app.
- Support volunteers acting as Gatekeepers and/or act as a Gatekeeper during COVID-19 to keep track of capacity and shopper attendance, enforce face covering requirement, and service animals only rule.
- Help operations run smoothly by doing counts of customers inside the market, sanitizing as per protocols, and monitor levels of sanitizer at hand sanitizing stations.
- Create and share links via Google Drive for volunteer sign-up sheets for gatekeepers.
- Ensure the Marketplace layout and signage placement is functioning effectively to guide customers toward the gates and informing them of rules and guidelines (e.g., no eating or drinking inside the marketplace) and relay any important observations to Market Manager regarding breaks in safety and health protocols.

**COVID-19 Precautions:****Here's What We're Doing to Ensure A Safe Shopping Experience:**

We have completely modified our market operations and layout to help provide a shopping experience with safety and health as a top priority.

Farmers Markets are considered 'essential businesses' and food access points, and, like grocery stores, we are permitted to be open during COVID-19. We have instituted state and local requirements including the elimination of sampling, cooking demos, musical entertainment, kids booth, events, and cafe seating and dining. We have added hand sanitizing stations, and guidelines for vendors, staff, and volunteers which includes face masks, gloves, and strict sanitation training. Additionally, there is staggered entry of shoppers, and signage, staff, and volunteers throughout the Market to reinforce 6' distancing.

Our goal is to keep our Market open and safe for staff, vendors, volunteers, and shoppers, with a focus on supporting local family farms, small businesses, and ensuring food access for all.

Please go to [www.proctorfarmersmarket.com](http://www.proctorfarmersmarket.com) , click on our 'About Us' page and learn about our Mission, our *Statement of Inclusivity*, and our *Statement of Solidarity*.

To apply, respond to [pfmarket@proctorfarmersmarket.com](mailto:pfmarket@proctorfarmersmarket.com) with a cover letter and resume detailing your interest in the position, past relevant experience, and commitment to local foods and the community. Due to the volume of responses, only those applicants selected for interview will be contacted. The Proctor Farmers' Market is an Equal Opportunities Employer.