



Eat Fresh, Buy Local, Build Community

Job Posting: Assistant Manager, Proctor Farmers' Market

Proctor Farmers' Market Overview:

In 2019 the Proctor Farmers' Market will celebrate our 25th 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*, an EBT matching program.

The over 100,000 customers that attend the market each year come for the outstanding vendor mix, cooking demonstrations, live music and monthly special events such as Health & Wellness Day, Kids Day, and the Bee Festival. As Pierce County's only 4-season market, we are open 42 weeks a year. Our Winter Season schedule is the 2nd Saturdays of Jan., Feb., and Mar. from 10am-1pm, and our Regular Season is every Saturday, from Mar. 23 – Dec. 14, 9am – 2pm.

If you are interested in local foods, have great communication and customer service skills, and 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: September 6, 2019

Job Closing: October 4, 2019

Required Qualifications:

- Ability to work in a fast paced, variable environment
- Comfortable 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
- Ability to work in all weather conditions transporting trash, lifting totes, tables, and/or chairs.
- Ability to drive the Market's box truck short distances for loading and unloading Market equipment.

Preferred Qualifications:

- Background or interest in local food systems and/or community programs
- Experience working with and/or managing volunteers
- Spanish or Hmong language skills



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

Hours: This is a part time position with the expectation that the Assistant Manager will work approximately 10-11 hours (6AM-4/5PM) per week during Regular Season Saturdays from Mar 23-Dec 14, and approximately 7-8 hours (7AM-2/3PM) during Winter Markets on 2nd Saturdays, Jan., Feb., Mar.).

Compensation: \$15.00 / hour, no benefits included.

Example of Job Duties:

- Support the Market Manager with all essential functions of weekly Saturday markets including:
 - assisting in the Market Information Booth operating the credit card/EBT machine and distributing Fresh Bucks matching program materials, assisting customers and working with volunteers.
 - participation in all on-site operations, which includes supporting set-up/knock-down tasks, handling trash and recycling, taking customer counts and collecting vendor fee and commission packets.
- Monitor and maintain appearance of Merchandise Booth and Kids Booth.
- Planning and participating in on-site Cooking Demonstrations.
- Install all Market Event Banners/signage as required and assist Manager with on-site monthly special event facilitation.
- Update Market Manager with relevant information from 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.

To apply, respond with a cover letter and resume to the Market Manager at pfmarket@proctorfarmersmarket.com 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 Opportunity Employer.

