



## **Job title: Assistant Farmers Market Manager**

**Reports to:** Operations Director

**Benefits:** Paid sick time and holidays

**Status & Pay:** \$14 per hour, non-exempt

**Schedule:** May - November (22-30 hrs/week) - all Saturdays & Sundays and possibly Wednesdays;

April & December Saturdays only (10 hrs/week)

**Work location/conditions** – Most work hours are outdoors in all weather conditions; year-round, for up to 12 hour shifts.

### **Organization Overview**

Portland Farmers Market (PFM) is a nonprofit organization with 15 full- and part-time staff, including an Operations Director, two Farmers Market Managers, two Assistant Market Managers and Market Crew members. We operate five vibrant farmers markets that provide customers with a direct connection to more than local 200 vendors including: farms, nurseries, bakeries, meat and seafood providers, cheese makers and specialty food producers. Our markets serve individuals from all income levels and backgrounds and take place in a variety of outdoor environments across the city.

### **Position Summary**

The Assistant Market Manager supports the Market Manager and is the acting person-in-charge at a market when the need arises. They set up/tear down equipment for each market and conduct PFM sales and services on market days. Successful Assistant Market Managers possess strong customer service skills, ability to work under time constraints, a positive and team-minded attitude and the ability to think on their feet.

This is a physical, public facing, outdoor job and requires the ability to lift equipment weighing up to 50 lbs., step up and down out of a truck, set up canopies, carry large boxes and provide first responder support in emergencies. Working conditions may include: rain, wind, hot and freezing temperatures.

### **Position Duties**

#### Market Logistics & Safety

- Ensure all necessary equipment/supplies are transported to market and are in good working order
- Ensure complete and attractive market set-up/tear-down. Includes trash removal and addressing safety and accessibility concerns
- Accurately convey vendor attendance and market logistics to staff, volunteers and the public
- Direct safe traffic of vehicles operating on and around market site
- Coordinate with PFM program staff to meet community needs and ensure adequate staffing and equipment for programs and special events
- Offer first responder/first aid service as needed
- Understand and implement PFM's crisis response plan when necessary
- Troubleshoot, solve problems and resolve conflicts as presented
- Gain a working knowledge of and follow lead from Market Manager to implement PFM's policies and procedures at market

#### Sales and Service

- Ensure accurate tracking of market tokens, merchandise and vendor payments throughout market day

- Maintain supportive relationships with vendors, be familiar with their products and practices and promote their success
- Educate shoppers about methods of payment accepted at the markets including market tokens, matching programs and vouchers
- Provide guidance to market staff and volunteers regarding customer service, market logistics and compliance

#### Team Participation

- Work collaboratively to improve and expand efficiency of work
- Contribute to the inclusivity of our markets and work environment by building and inspiring positive relationships
- Assist with marketing and promotion of the farmers market as assigned
- Attend monthly staff meetings

#### **Required Knowledge, Skills and Abilities**

- Two years of experience working in direct customer service or sales
- Ability to repetitively lift 50 lbs.
- Valid driver's license, ability to safely drive a 20 ft panel truck and ability to pass driving record review conducted by PFM's insurance company
- Thorough and respectful verbal communications skills
- Detail oriented with regard to processing financial and other transactions at market
- First aid/CPR Certification and competence making quick decisions about safety (PFM will provide training)
- Experience working in a team environment
- Ability to understand rules and comfort holding others accountable
- Embody PFM's equity philosophy and commitment to implementing diversity and inclusion practices
- Sense of humor and ability to go with the flow in fair and foul weather conditions
- Passion for local food and farms; knowledge of community food systems a plus

#### **We Welcome Diversity**

Portland Farmers Market is an equal opportunity employer. We welcome all qualified individuals in accordance with the law without regard to their race, color, creed, religion, age, gender, sexual orientation, marital status, military status, political opinion, sex, national origin, familial status, mental and physical disability, gender identity, source of income, disability or any other status protected by federal, state, or local law in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination. We will provide reasonable accommodation unless it creates an undue hardship on the operation of our organization. Any applicant needing reasonable accommodation should notify us as soon as possible.

#### **How to Apply**

We look forward to seeing your cover letter and resume sent to [contact@portlandfarmersmarket.org](mailto:contact@portlandfarmersmarket.org) by **March 10, 2019**. Please put **AMM2019** (for Assistant Market Manager) and ***your last name*** in the subject line. This position is open until filled.