



Job title: Farmers Market Crew

Reports to: Operations Director

Status & Pay: \$12.75 per hour, non-exempt

Schedule: All Saturdays April - October (10-12 hrs/week)

Work location/conditions – Work is outdoors in all weather conditions 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 environments across the city.

Position Summary

Market Crew provide operational support on Saturdays at our Portland State University Market. They set up/tear down equipment for each market and conduct PFM sales and services on market days. Successful Market Crew approach work with a positive, team-minded attitude and are able to perform tasks in outdoor environments with a consideration for timeliness.

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 and carry large boxes. Working conditions may include: rain, wind, hot and freezing temperatures.

Position Duties

Market Logistics & Safety

- Ensure all necessary equipment/supplies are maintained according to policy and otherwise left in good working order
- During market hours: safety monitoring and accessibility concerns, Durable Dining dish return and waste management
- Relay vendor attendance and market logistics
- Direct safe traffic of vehicles operating on and around market site as assigned
- Report emergencies and safety concerns to management
- Follow direction to directly support the success, safety and integrity of the market as assigned
- Follow and offer support for PFM's crisis response plan when necessary
- Gain a working knowledge of 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

- Provide information to shoppers about methods of payment accepted at the markets including market tokens, matching programs and vouchers

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

Required Knowledge, Skills and Abilities

- Ability to repetitively lift 50 lbs.
- Respectful verbal communications skills
- Detail oriented with regard to processing sales and other transactions at market
- Ability to understand rules and comfort holding others accountable
- Ability to follow directions and comfort asking questions when unclear
- Embody PFMs 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 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:

Please submit your cover letter and resume OR a statement of interest to contact@portlandfarmersmarket.org by **March 10, 2019**. Applicants submitting a statement of interest should include the following information:

- Why you would be a good fit for a this job
- Examples of when you have helped others
- What you think you would enjoy most about being a part of this work

Please put **MC2019** (for Market Crew) and ***your last name*** in the subject line. This position is open until filled.