Portland Farmers Market Position Description
Assistant Farmers Market Manager

Reports to: Operations Director, supervised by Market Managers
Benefits: Health insurance, paid time off, 401(k)
Status & Pay: $14 per hour, non-exempt

Work Schedule and Conditions - Required
• This is an ongoing position which is nearly full-time hours May through November. It’s part-time, about 10 hours per week, in April and December.
• There is a lay-off period, no work hours January through March.
• Working on Saturday and Sunday through most of the work-year is required. Wednesday is a required work day May – October.
• Thursday or Friday of up to 8 hours in the office is required April through November.
• Each market shift will be at least 8 and up to 12 hours with breaks.
• Most work hours are outdoors in all weather conditions.

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, one Assistant Market Manager 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 works April – December to support 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

- A minimum of 2 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 sales 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
- Ability to speak a second language is a plus
- 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 apply@portlandfarmersmarket.org by **March 16, 2020**. Please put **AMM2020** (for Assistant Market Manager) and **your last name** in the subject line. This position is open until filled.