



CASCADEMARKETS.ORG

PO BOX 2184, LEAVENWORTH, WA 98826
INFO@CASCADEMARKETS.ORG | 509-885-3474

MARKET-DAY MANAGER GENERAL DESCRIPTION

This is a great job for a recent graduate, a parent, a retiree or anyone with an interest in food-access, market-farming, public health or community programming! Perks often include fresh local produce!

The Market-Day Manager is a seasonal role, responsible for day-of management of the weekly (Sunday) farmers market in Cashmere and, at a minimum, occasionally covering management shifts at the Leavenworth Market. The Manager reports to the Executive Director and is overseen by the Board of Directors.

This position is a unique job for an energized person! On market day, the Manager is the main point of contact for our vendors and customers, so they must have great communication skills. **The Manager will often be the only employee of Cascade Community Markets on site**, so they must be a natural problem solver, self-motivated, and highly reliable. Our markets are an essential food-access point for our communities, so our Manager must be committed to the service of others.

We value work-life balance for our employees and our markets are family affairs, so we welcome parents to apply for the job and to bring their kiddos to market with them. Our markets are also growing fast and we may be able to accommodate additional shifts or hours for tasks that a Manager may want to gain experience in.

SCHEDULE & HOURS

The minimum schedule for this position is 7-8 hours on Sundays, roughly 7am - 2:30pm, plus the ability to cover at least 2-3 Manager shifts in Leavenworth over the course of the season (Thursdays, from 1:30pm - 8:30pm). On Sunday shifts, the Manager is the only employee of CCM on site. **The season for this position is May - Mid October.**

A second weekly shift at the Leavenworth Market is available starting in June, in addition to Sundays. Office tasks on non-market days may be made available for the right candidate.

COMPENSATION & BENEFITS

Hourly, \$16-18/hour DOE. This position will accrue WA standard paid sick leave at a rate of 1 hour per 40 hours worked. An end of contract bonus may be considered by the board for superior performance.

REQUIRED QUALIFICATIONS

- Commitment to **Sunday shifts May - Mid October are required, the addition of Thursday shifts is desired**
- Comfortable working with people of diverse economic, cultural, and social backgrounds
- Self-motivated individual, with demonstrated ability to take initiative at work
- Outstanding professional communication skills
- Prior leadership experience
- Demonstrated ability to communicate boundaries, give and receive constructive feedback
- High school graduate, higher education preferred
- Ability to lift 40 pounds

DESIRED QUALIFICATIONS

- Ability to speak some Spanish or a strong desire to learn
- Interest in photography, graphic design, or marketing is a bonus, especially for the purpose of advertising & social media. Experience in any of these would be an asset.
- Farming, food access, or farmers market experience is a plus!



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RESPONSIBILITIES

At a minimum, the position requires Market-Day Management on Sundays, including:

- Directing market set-up: assisting vendors to their booth locations, setting up the market-owned booth(s), and facilitating musician set up, opening/setting up bathroom facilities
- Attending to the Manager Booth: handling SNAP payments and tracking SNAP Match distribution, handling credit card processing for manager-booth sales, assisting vendors with day-of-market concerns, checking in with vendors
- Overseeing market breakdown: ensuring the market space is thoroughly cleaned up, packing up market booth(s), locking up the trailer, bathrooms, and facilities
- Holding vendors accountable for: Health Department requirements, adherence to market rules and regulations, and payment of vendor fees.
- Tracking & recording sales categories from the Manager Booth: Credit Card Tokens, EBT Tokens, Merch, etc.
- Submitting a brief weekly market report to the Executive Director
- Managing any market day volunteers
- Setting up and managing youth and family programs and special events at the Market

Other job requirements include:

- Attending as many monthly Board Meetings as possible (The second Tuesday of each month, from 4:30-6pm)
- Attending as many monthly Washington State Farmers Market Managers meetings as possible
- Attending standard market trainings, such as EBT, SNAP Match or FMNP training
- Assisting with promotional or fundraising events

TO APPLY

Please email a resume and cover letter addressing your interest and qualifications to Executive Director Cali Osborne at cali@cascademarkets.org. Position is open until filled, but we hope to fill the position quickly. The Cashmere Market opens May 8th and Leavenworth Market opens June 2nd.