



## **Job Posting: Assistant Manager, Proctor Farmers' Market**

### **Proctor Farmers' Market Overview:**

In 2023 the Proctor Farmers' Market will celebrate our 29th 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 all income levels with the acceptance of EBT, WIC & Senior FMNP, and was the first in the area to offer *Fresh Bucks*, now known as SNAP Market Match, an EBT incentive matching program.

Customers that attend the market each year come for the outstanding mix of farm and food-focused vendors, great customer service, and a sense of community. As Pierce County's only 4-season Market, we are open 42 weeks a year:

### **Proctor Farmers' Market 2022-2023 Schedule:**

Regular Season: Saturdays | 9am-2pm | March 25 - December 16, 2023

Winter Season: Saturdays | 10am-1pm | Jan 13, Feb 10, Mar 9, 2024

*If you are interested in local foods, have great communication and customer service skills, 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!*

### **Required Qualifications:**

- Ability to work in a fast paced, changing environment.
- Current Driver's License with clean driving record, and willingness to drive an 18-foot box truck a short distance (2.5 miles) to and from the Market and our secure parking lot at Pearl Street Storage.
- 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 and smart phone capabilities.
- Ability to work in all weather conditions transporting trash, lifting canopies, totes, tables, and/or chairs. The physical demands for the position requires full mobility, continuous movement, and the ability to lift 50 pounds.
- Detail oriented skills such as the ability to organize, maintain designated task focus, and oversee time management.

### **Preferred Qualifications:**

- Background or interest in local food systems and/or community programs.
- Experience working with and/or managing volunteers.
- Familiarity with Microsoft Word, Excel, Constant Contact, Facebook, Twitter, and Google Apps.
- 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 hours on Saturdays (6AM-4/5PM) during the Regular Season, and approximately 8/9 hours during Winter Markets on 2<sup>nd</sup> Saturdays, in Jan, Feb, Mar (7AM-3/4PM).

**Compensation: \$23/hour, plus an opportunity for a Retention Bonus.\***

*\* We are pleased to offer a one-time retention bonus of \$300.00, in return for a commitment to remain with the Proctor Farmers' Market for a continuous six months from date of hire. If all eligibility requirements are met, the bonus would be issued 6 months after date of hire. Complete Retention Bonus details will be provided if hired.*

**Example of Job Duties:**

- Support the Market Manager with all essential functions of weekly Saturday markets including assisting with Market Information Booth, on-site operations (which includes handling trash and recycling) operating credit card/EBT machine and SNAP Market Match incentive program, assisting customers and volunteers, taking customer counts and collecting vendor fee and commission packets.
- Oversee Set-up/Knock-down Staff to help facilitate teamwork and canopy and signage placement.
- Monitor and maintain appearance of Market Information Booth, Merchandise Booth, and Music Booth.
  - Kids Booth\*, Café/Seating & Dining areas\* (\*On hiatus until further notice).
- Coordinates on-site Cooking Demos\* (set-up/knock-down). (\*On hiatus until further notice).
- Installs all Market Event Banners/signage as required and assists Manager with on-site special event facilitation.
- Update Market Manager with relevant information during 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.
- If driving the Market Truck, ensure that it is on-site when needed and driven safely to and from the Marketplace and our secure parking lot at Pearl Street Storage.

**Staff Requirements:**

- While on the Marketplace, all Staff will wear a yellow safety vest and name tag.
- A mask or face-covering is optional.

**COVID-19 Response:**

*The Proctor Farmers' Market is closely monitoring the changing coronavirus situation, and we will continue to comply with all state, county, and local health and safety requirements and guidance.*

- **As of March 12, 2022 - With health and safety as a priority, here are the following updated operational procedures at the Market:**
  - Masks or face coverings will no longer be required for shoppers/visitors, vendors, staff, or volunteers.
  - Individuals may choose to wear a mask at any time based on their personal preference.

Please click [here](#) for further information on the following:

**Puyallup Tribe Land Acknowledgment:**

*All PFM Board Meetings begin with a Land Acknowledgement.*

**Proctor Farmers' Market 'Statement of Solidarity'**

*Read about our commitment to meaningful, systemic reform.*

**Proctor Farmers' Market 'Statement of Inclusivity'**

*The Market strives to be a welcoming, inclusive, and safe space for all people to enjoy.*

**To apply:** respond to this job posting with a cover letter and resume detailing your interest in the position, and past relevant experience. Due to the volume of responses, only those applicants selected for interview will be contacted. The Proctor Farmers' Market is an Equal Opportunities Employer.

