



# FRESHFARM

nourishing our food future

## MARKET MANAGER or SUBSTITUTE MARKET MANAGER

Updated: October 2021

### WHO WE ARE:

FRESHFARM is a nonprofit that promotes sustainable agriculture and improves food access, education, and equity in the Mid-Atlantic region. Our producer-only farmers markets and food access programs provide vital economic opportunities to local farmers and food producers and connect underserved communities with local, healthy, affordable food. FRESHFARM believes that fair, equitable access to healthy foods is vital to nourishing a sustainable food future, and our markets help ensure that fresh and local foods are accessible to all, regardless of income or background, while amplifying growers' vital role in improving food security in our region.

### WHO YOU ARE:

- Excited to work outdoors at local Farmers' Market as a member of an enthusiastic and collaborative team
- A creative and flexible problem solver who is proactive and communicates clearly
- Passionate about creating inclusive spaces for the community to enjoy and access local food and support regional farmers and food producers
- Previous experience in customer service, retail, food or agriculture, or foreign language aptitude, specifically Spanish and Chinese (Mandarin or Cantonese), is a plus, but not required

### WHAT YOU'LL DO:

Market Managers (MMs) are the face of FRESHFARM at markets. MMs staff one or multiple markets, forming a strong relationship with their market and community, and Substitute MMs are key team players who support markets as-assigned and enable our Farmers' Market team to remain nimble and adaptable. Both roles are responsible for executing market operations, interfacing with farmers, partners, and customers, creating a vibrant and friendly market, and ensuring accurate reporting and use of food assistance benefits programs.

#### Operations

- Manage day-to-day execution of markets as-assigned, including, transporting equipment and supplies, coordinating logistics like vendor arrival, set up, & breakdown, and administering transaction services.
- Work with the Senior Market Team and market partners to integrate Market Programs, like food assistance benefits, into market operations and promotions.
- Ensure the safety of markets and enforce FRESHFARM Rules & Regulations fairly and consistently with all farmers and producers.

#### Administration & Finance

- Ensure accurate and timely submission of market reports and support with monitoring market statistics.
- Check FRESHFARM email regularly, and attend other meetings as required based on assigned projects.
- Readily communicate feedback and thoughts to Senior Markets Team to improve markets.

#### Customer Service & Communication

- Maintain and create an extraordinary customer service experience for the public and farmers.
- Communicate FRESHFARM's purpose and mission to the public.
- Familiarize themselves with the farmers and producers, the neighborhood, the local population, and community partners to create a vibrant and welcoming environment for all.

### THE PERKS:

- Get first hand experience working directly with farmers, producers, and local communities, and learn about DC's local food system along the way!
- Work with a collaborative, diverse, welcoming, and fun-loving team.
- Get access to an abundance of fresh produce and other exciting local products.

### THE DETAILS:

- This is a part-time, non-exempt position compensated at a rate of \$18 per hour.
- All part-time employees receive 40 hours annual sick leave.
- This position has variable weekly hours, ranging from 8-40 hours per week, depending on the number of markets assigned. Expect approximately 8 hours of work per market, on average.
  - Markets operate across DC, Northern Virginia, and Silver Spring, MD. We are open to candidates who can work in any of these areas, and may prioritize those with greater availability.
  - Markets & hours will be assigned based on FRESHFARM's need and employee's availability.
  - This role may require weekend hours on Saturdays and/or Sundays between 6am - 3pm, as assigned
- This is a seasonal role that will begin in Late Winter/Early Spring 2022 and terminate in November or December 2022 depending on market assignments. There may be a possibility of extending through the winter based on the organization's needs and employee's availability.

### PHYSICAL & OTHER REQUIREMENTS

- Ability to remain in a stationary position and/or move about Market for up to 9 hours per workday.
- Ability to work outdoors in all weather conditions, up to 9 hours per workday.
- Primarily during market set up/break down:
  - Ability to regularly load 50-100 lbs onto and off of a cart or dolly, with or without an assistive device.
  - Ability to regularly push/move carts with equipment (~150-400 lbs), sometimes up to 650 ft.
  - Ability to set up market equipment including putting up pop-up folding tents and folding tables.
- Access to personal cell phone; access to a vehicle is a plus, but is not required.

### HOW TO APPLY:

- Interested applicants should complete a [Market Manager job application via this link](#). No resume or cover letter needed!
- Applications will be reviewed during the winter months while we plan for the 2022 market season. All applicants should expect a response in the first few months of 2022, at the latest.
- Candidates selected to move forward should expect to have a 1 hour interview and provide two professional references.

### EQUAL OPPORTUNITY EMPLOYMENT

FRESHFARM is an equal opportunity employer. We are committed to diversity and building an equitable and inclusive workplace for people of all backgrounds and experiences. We encourage members of traditionally underrepresented groups to apply, including people of color, LGBTQ+ people, veterans, and people with disabilities. We do not discriminate, and will take affirmative action measures to prevent discrimination against any employee or job applicant on the basis of race, color, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, creed, disability, or veteran status in the following areas:

- Employment, recruitment, or advertisements for employment
- Compensation, termination, upgrading, and promotions
- Any other conditions of employment