



FRESHFARM

nourishing our food future

SUBSTITUTE MARKET STAFF (*Weekends; Fairfax County, VA OR Silver Spring, MD & NW DC*)

Updated March 2024

WHO WE ARE: FRESHFARM builds a more equitable, vibrant, sustainable, and resilient food future for the region by producing innovative solutions in partnership with local communities and organizations in the DC area. We create food access, economic development, and community building through hands-on education, farmers markets, and distribution programs. Our [producer-only farmers markets](#) and [food access programs](#) ensure that fresh and local foods are accessible to all while providing vital economic opportunities for growers and amplifying their vital role in improving our regional food system.

WHO YOU ARE:

- Excited to work outdoors at local Farmers' Market as a part of an enthusiastic & 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 Staff are the face of FRESHFARM at markets. They play a key role in the success and growth of markets and work as part of a team in a fast-paced and dynamic environment report to the Market Personnel Manager. Substitute Market Staff fill in open shifts as needed at [any of our 20+ markets](#)

Operations

- Execute day-to-day operations of markets, including transporting equipment and supplies, supporting partners & sponsors, coordinating set up & breakdown, and administering transactions
- Support administration of food access programs and promotional & fundraising events
- Enforce rules & regulations fairly and consistently with all farmers and producers
- Ensure the safety of markets by enforcing safety rules, securing the market site, de-escalating and resolving conflict, and involving the Senior Markets team as needed
- Provide substitute coverage and assist with other market-related tasks and projects as needed

Administration & Finance

- Assist with accurate and timely submission of various market reports & logs
- Support monitoring of market statistics, including sales, market fees, and customer counts
- Attend weekly Market Team meetings, check FRESHFARM email regularly, and attend other meetings as required based on assigned projects.

Customer Service & Communication

- Maintain and create an extraordinary customer service experience for the the public & farmers
- Communicate FRESHFARM's purpose and mission to the public
- Work to develop familiarity 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, seasonal position with variable hours ranging from 0-40 hours per week depending on the substitute shifts that are available; as a seasonal position, this role will end no later than 12/31/24 with the potential for rehire for the 2025 Winter and/or Main Season
- **Currently we have the greatest need for substitutes to work at:**
 - **Farifax County, VA**
 - **[Reston](#): Thursdays, 1-7:45pm**
 - **[Oakton](#): Saturdays, 7am-1:45pm**
 - **[Mosaic](#): Sundays, 7am-3pm**
 - **Silver Spring, MD & NW DC**
 - **[Downtown Silver Spring Market](#): Saturdays, 7am-1:45pm**
 - **[Uptown Market](#)*: Saturdays, 7am-2pm**

**Seasonal market open April - November*

There will also be additional shifts available at our other [market locations](#), with the greatest need in our Main Season between April - December. We are prioritizing candidates with the most availability in our current areas of need listed above.

- The employee in this position must also be available to work at the FRESHFARM office downtown (required for onboarding); any other admin work can be done remotely
- This position is paid at a starting rate of \$20/hr, with increases up to \$22/hr
- Part-time employees will receive 40 hrs annual sick leave after 90 days of tenure, pro-rated for the portion of the year they are hired; in 2025, sick leave will be accrued (*1 hr/28.5 hrs of work*)
- Employees accrue vacation (*1 hr/26 hrs worked*); increases in accrual rate after 3 & 6 yrs tenure

PHYSICAL & OTHER REQUIREMENTS

- Must have the ability to: remain in a stationary position and/or move about Market for up to 9 hours per workday; work outdoors in all weather conditions, up to 9 hours per workday; regularly load 50-100 lbs onto and off of a cart or dolly, with or without an assistive device; regularly push/move carts with equipment (~150-400 lbs), sometimes up to 650 ft.; set up market equipment including putting up pop-up folding tents and folding tables
- Access to a personal cell phone, required; \$25/month cell phone stipend provided
- Access to a vehicle is a plus, but is not required (must be able to reliably commute to/from markets)
- Professional fluency in Spanish or Mandarin a plus, but not required
- Fully vaccinated against COVID-19 or willing to acquired & submit weekly COVID-19 test results

HOW TO APPLY:

- Complete a [job application via this link](#). No resume or cover letter needed!
- Applications are reviewed on a rolling basis; candidates selected to move forward should expect to have a 1 hour virtual 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.