



Position Title: Assistant Farmers Market Manager

Reports To: Senior Market Manager

Hours: Part-Time, Non-Exempt, Hourly

BACKGROUND

Agricultural Institute of Marin (AIM) is a 501(c)(3) nonprofit organization that operates seven farmers markets in the San Francisco Bay Area as part of its educational mission. Its mission is to promote a viable food system, to educate the public about the benefits of buying fresh and locally-grown food, and to bring farmers and communities together.

JOB SUMMARY

The Assistant Farmers Market Manager assists the Market Manager in ensuring the effective implementation of all markets run by AIM in the Bay Area. The Assistant Farmers Market Manager plays a key role in fulfilling AIM's mission, as the farmers markets are the most visible sign of AIM's presence in the community.

The Assistant Farmers Market Manager assures the smooth operation of AIM's farmers market by assisting the Market Manager in setup and breakdown of the market and providing excellent customer service at the Information Booth, including vendor stall fee collection and other financial transactions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists Market Manager in securing site, including closing/reopening street/parking lot
- Assists Manager in setting up and breaking down the market, including AIM market equipment, ATM(s), signage, information booth, restrooms, entertainment, café area(s) and garbage disposal
- Staffs the information booth, providing excellent customer service and assisting with financial transactions: vendor stall fee payment, sale of merchandise and EBT/Market Match transactions
- Assists Market Manager with market operations
- Maintains excellent relations with vendors, customers, staff and local governmental/community organizations and businesses
- Assists Market Manager with any other tasks that need to be accomplished

QUALIFICATIONS

- Must be 22 years of age or older
- Must have valid CA driver's license and clean driving record
- Physical capacity to repeatedly lift up to 50 lbs, load/unload equipment to/from truck
- Excellent communication, problem solving and organizational skills, detail-oriented
- Ability to maintain calm, handle details and multi-task in a busy environment
- Self-starter with outgoing, sunny personality with a sense of humor
- Energetic, active person who is also a team player who takes direction well
- Punctuality and attendance
- General understanding and/or sincere interest in food and farming
- Ability to work early mornings and long hours on market days
- Ability to work weekends

PHYSICAL REQUIREMENTS/DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position requires regularly lifting 50+ lbs, when setting up and breaking down the market, primarily when:

- Unloading and loading of market equipment from/to the truck (tables, chairs, canopy, canopy weights, generator, ATM, cones, barricades, A-frames, signage) for customer service information booth/café areas
- Setting up and breaking down market equipment at information booth and in café areas
- Disposing of garbage

Other Physical Demands

- Driving of AIM vehicles including trucks and vans
- Sitting, walking, standing, twisting and bending for extended periods of time
- Regular reaching and/or grasping using hands and/or arms
- Exposure to moderate to loud noise levels characteristic of being in a festival environment
- Hearing and speech to converse in person and over the telephone

REPORTING RELATIONSHIP

This position reports to the Market Manager.

AIM EMPLOYEE EXPECTATIONS:

- Adhere to all AIM Health and Safety policies and procedures, as well as those related to the rules and regulations as they pertain to our customers and vendors.
- Administer duties as defined by the AIM performance review plan within the required deadlines.
- Attend required meetings and trainings as assigned.
- Follow all administrative agency policies and procedures.
- Must maintain strict confidentiality related to vendors, staff, Board and other AIM information.