BUCHANAN COUNTY ISU EXTENSION AND OUTREACH

JOB DESCRIPTION

POSITION: Farmers Market Assistant
HOURS: 140 hours for the season
Supervisor: Direct supervisor is Market Manager. Secondary supervisor is Executive Director

Primary Duties:
- Open and close the market for 18 Saturdays between May 9 and October 10 (dates are negotiable and set well in advance). Market is open from 8:00 am to noon. Assistant should arrive at 7:00 am to ensure vendors are supported.
- Post pictures of available items/vendors on Facebook.
- Collect daily vendor fees and make sure every vendor has filled out an application and paid.
- Reimburse coupons presented from vendors.
- Update vendors on coupons that may be presented to them.
- Set out appropriate signs for advertising.
- Set up and tear down applicable tables/supplies for special events.
- Diffuse situations as needed.
- Hand out Sales Slips to all vendors and collect.
- Record the number of total vendors and farm vendors and give to the Market Manager for Market Metrics records. (Form will be provided).
- Make sure the activities for the day are listed on the activities board.
- Make sure to have the market calendar of events available.
- Recruit new vendors and disseminate application and/or Market Manager business card for follow-up.
- Welcome Guest Chef volunteers. Make sure table and other equipment/groceries are available.

Qualifications/Skills
- Ability to work in a team atmosphere.
- Ability to work with minimal supervision.
- Problem solving skills, organizational skills, and multiple task capabilities.
- Ability to complete scheduled tasks on time.
- Effectively communicate with all age groups.
- Customer service experience.
- Cash management.
- Represent Buchanan County Iowa State University Extension and Outreach in a positive manner.

Requirements
- Valid driver’s license and access to a motor vehicle with proof of vehicle liability coverage.
- Successful completion of background check.
- Dress appropriately including wearing an Extension shirt. Shirt is provided.

Training will be available before the market season starts. Hourly wage is $15.00

2/10/20 Council approved