



Morgantown Farmers' Market Grower's Association

"We'll see you at the Market"

34 Commerce Drive Suite 106, WesMon Plaza ♦ Morgantown, WV 26501

Phone: (304) 993-2410 ♦ <http://www.morgantownfarmers.org>

MFMGA Assistant Market Manager

Job Summary:

The Morgantown Farmers' Market Growers Association (MFMGA)'s purpose is to provide area farmers with alternative opportunities through a retail marketplace and also encourage regional farming. Our commitment is to provide the consumers with fresh, locally grown or produced products in a convenient location. MFMGA operates a year-round farmers market in downtown Morgantown, as well as a seasonal farmers market in Westover.

The Assistant Market Manager is responsible for assisting the Market Manager in the operation of weekly functions with applicable rules and standards. The Assistant Manager will apply knowledge to promote positive growth and development of the market, ensuring the facility maintains appropriate standards for condition and sanitation, and provides oversight and accountability on market days with highest respect to safety and well-being of market customers.

The Assistant Market Manager performs duties under the general direction of the Market Manager and the Morgantown Farmers Market Growers' Association Board of Directors (BOD).

Key Requirements:

- Social Security Card is required
- MCHD Food Service Worker Permit

Duties:

Assists the Market Manager in organizing and maintaining a Market Booth to provide information and inventory to customers as well as any other daily functions deemed suitable.

Collects any and all appropriate data for grant use. Assist in conducting surveys, studies, and research for presentations and technical reports.

Ensures vendors retain appropriate Health Department documentation to be displayed at the Market. Provides oversight to all appropriate signage to be displayed at the Market.

Conducts observations of market products to provide vital information to customers. Monitors Market to ensure compliance with any and all applicable bylaws, rules, and Food Handlers guidelines.

Produces, edits, and publishes a weekly newsletter to include appropriate, updated information for customers.

Solicit and Schedule weekly musicians and non-profits and potential new vendors to keep a vibrant and diverse market, under the oversight of the Market Manager.

Manages Volunteers at the market.

Communicate relevant information as needed to webmaster of Morgantown Farmers' Market web site.

Work with Market Manager and BOD Treasurer to collect and deposit receipts.

Assist the Market Manager in management of Credit machine at market.

Assist the Market Manager in management of gift cards.

Report to the BOD any absences. Coordinate with the Market Manager and the BOD for coverage of the Market Table in the event the Market Manager is absent from the market.

Perform other duties as deemed necessary by the BOD.

Qualifications Required:

- General knowledge of agriculture, food, and the overall industry consistent with the position
- Comprehensive oral, communications, and writing skills
- Ability to plan and organize work, analyze problems and identify significant factors, gather pertinent data and recognize solutions.
- Capability to manage entire cycle of operation of a farmers market, including facility management; supply management; program development; implementation; and oversight.

Conditions of Employment:

The Assistant manager is expected to attend both the Saturday and Westover (Tuesday) markets. Early Saturday mornings and Tuesday afternoons. Approximately 5 unscheduled hours outside of Market time.

Compensation and Position Period: \$1,820 over period of May 3- November 1, 2015

Applicants must submit a resume by email to MFMGAmanger@gmail.com

Last date to submit an application: March 20, 2015