



Morgantown Farmers' Market Grower's Association

"We'll see you at the Market"

Monongalia County Extension Office

270 Mylan Park Lane, Morgantown, WV 26501

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

MFMGA Farmers' Market Assistant Manager Position

Job Summary:

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

This position is part-time. The Assistant Manager is expected to attend all weekly Saturday summer markets, 7:30 a.m. – 12:30 p.m. or as directed by the Market Manager, and occasionally substitute for the Market Manager at the Winter Market

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

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

Key Requirements:

➤ Social Security Card is required

Duties:

Market Day 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.

Conducts observations of market products to provide vital information to customers.

Monitors market to ensure vendor compliance with any and all applicable By-Laws, market rules, and Food Handlers guidelines.

Maintain good communication with Market Manager and BOD and inform them of any expected absences or problems

Substitute for the Market Manager when needed at the Saturday Downtown Market

Perform other duties as deemed necessary by the BOD.

Assists Market Manager in organizing and maintaining a Market Booth to provide information and inventory to customers as well as operate the credit/debit machine, manage the market token program and track market consumer attendance as well as any other daily functions deemed suitable.

Qualifications:

General knowledge of agriculture, food, and the overall industry consistent with the position

Good communication and people management skills, including the use of email and phone communication.

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.

Ownership of vehicle, smartphone, computer with access to internet, and/or other tools required to accomplish tasks.

Conditions of the Contract:

The Assistant Manager is expected to attend all weekly Saturday summer markets, 7:30 a.m. – 12:30 p.m. or as directed by the Market Manager, and occasionally substitute for the Market Manager at the winter market.

Compensation:

\$50 / market day worked

TO APPLY:

Send cover letter and resume with three references to secretarymfmga@gmail.com.

Deadline to apply: April 1, 2020.