

POSITION TITLE: Assistant Manager, Tanana Valley Farmers Market

SUPERVISORS: The elected Board of Directors of the Market, answering to the President of the Board

SEASON SCHEDULE: May through September

Wednesdays 10 am – 4:15 pm

Saturdays 8 am – 4:15 pm

Sundays 9:30 am – 5 pm

Other hours, including hours worked before and after the Market season, to be negotiated with the Market Manager and the Board of Directors.

JOB RESPONSIBILITIES:

1. Display, stock and sell Farmers Market products (t-shirts, mugs, cookbooks, etc.) on Wednesdays and Saturdays. Maintain an attractive sale table; actively promote Farmers Market and Alaska Grown products; maintain consistent presence at table.

Record sales properly, keep cash box secure, maintain inventory of Market products; coordinate with Market Manager to maintain an adequate supply of Market products; assist in filling on-line orders as needed.

Assist Market Manager as needed on Wednesdays and Saturdays, especially during set-up.

2. Open, close and be present as Day Manager for the Sunday Market.

Open Market office and Market building (for vendor access only); assign spaces to all vendors; welcome potential vendors and explain Market selling policies. Use dedicated TVFMA cell phone for communicating with vendors and staff.

Maintain a clean and orderly Market; secure Market building and office at end of day; prepare bank deposit and place in night bank deposit that same day.

Document and report any problems or concerns in a timely manner.

Become familiar with Market By-Laws and Market Policy; enforce Market Policy rules to ensure smooth Market operation.

3. Represent the Market in a positive and professional manner at all times.