

**JOB DESCRIPTION**  
**TANANA VALLEY FARMERS MARKET ASSISTANT MANAGER**

Opening -- until filled

Starting salary -- \$12.50 / hour

Half-time position beginning June 1, 2014 and continuing through September, 2014.

Wednesdays	10:00 - 4:15
Saturdays	8:00 - 4:15
Sundays	10:00 - 5:00

Job Responsibilities.

1. Display, stock and sell Farmers Market products (t-shirts, mugs, cookbooks, etc.) on Wednesdays and Saturdays.

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.

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

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

Open Market office and Market building (for vendor access only); assign space to all vendors; greet potential vendors and explain Market policies.

Maintain a clean and orderly Market; secure Market building and office at end of day.

Process QUEST card payments and distribute wooden nickels.

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

Attend monthly Market Board meetings and semi-annual Membership meetings as requested.

The Market is seeking a committed individual who is able to work with diverse vendors and who recognizes the importance of promoting Alaska-Grown and Made in Alaska products.

For more information, please contact Market Manager JR Anderson :

456-FARM or email at [HYPERLINK  
"mailto:tvfmarket@gmail.com" tvfmarket@gmail.com](mailto:tvfmarket@gmail.com)