

Tillamook Farmers' Market Market Manger Job Description

The Market Manager is the public face of the Tillamook Farmers' Market, working to support our mission to **provide farmers, producers and artisans a direct market opportunity, their customers access to the best of the Northwest, and to celebrate and revitalize Tillamook and our coastal communities**. Ideal candidates are friendly, outgoing, and treat the customers and vendors with attention and respect. Excellent organizational and communication skills are a must. The Market Manager is responsible for managing the day-to-day operations of the Market and its staff, and answers directly to the Chair of the Board of Directors.

Hours: up to 30 per week, high season (April-September); up to 15 per week, off season
Employees must be willing to submit to a drug test if asked by the Board of Directors

General Job description

1. Perform or delegate the *Prioritized Tasks* listed on the attached sheet
2. Keep lines of communication open between staff, vendors, volunteers, and board members
3. Treat vendors with the courtesy, respect, and fairness you'd give to paying customers.
4. Work with the Board of Directors to define market policy and to plan for further development of the Market
5. Build community relationships with farmers, inspectors, businesses, city government, nonprofits, Extension agents, food banks, charity groups, etc.
6. Be informed of Oregon Department of Agriculture rules and Market rules, and enforce compliance
7. Be informed of SNAP, WIC, and other supplemental nutrition programs to support our market's commitment to improving community nutrition
8. Perform other duties as assigned by the Board of Directors

Market Day responsibilities

1. Be on site each Saturday of the market season from 7am to 3pm
2. Spread good cheer and a positive attitude amongst vendors, visitors, and volunteers
3. Coordinate setup and takedown of signage, tables, blockades, garbage cans, power cords, etc.
4. Lay out vendor map and resolve space conflicts
5. Ensure that the site is clean during and after the market
6. Facilitate any special events or entertainment for the day
7. Manage operations at the market headquarters trailer
8. Train and manage market assistants, volunteers, and Board members helping for the day
9. Process VISA and SNAP cards
10. Listen to vendor concerns and suggestions, and forward them to the Board
11. Collect and write receipts for any daily vendor fees
12. Answer questions from customers and prospective new vendors
13. Enforce all Market, state, and federal rules with the goal of helping the vendors meet those requirements. Accept challenge and complaint forms and mitigate disputes that arise, while referring "tough cases" to the Board for further action.
14. Conduct hourly traffic counts and other surveys as directed by the Board
15. At the end of the day, work with a Board member to reconcile sales, collected fees, and donations.



**Tillamook Farmers' Market Manager
Job Application**

Name: _____

Address: _____

Phone number: _____ email: _____

Do you have a valid driver's license? Yes No

Are you at least 18 years of age? Yes No

Have you ever been disciplined or cited
for drug or alcohol violations? Yes No

Please list the last three jobs you've held, including dates and locations:

Please list three references, their relationship to you, and their phone numbers:

List the skills you have that would qualify you for the Market Manager position at the Tillamook farmers' Market. You may continue on the back of this sheet if needed.

*Attach a one-page resumé to this application and mail to: Tillamook Farmers' Market
PO Box 298
Netarts OR 97143*

Signature: _____ Date: _____