



WWW.GORGEGROWN.COM P.O. BOX 752, HOOD RIVER, OR 97031 (541) 490-6420

**Gorge Grown Food Network
Hood River Farmers Market Staff
Position Description**

DIVERSITY STATEMENT FOR HIRING

Gorge Grown Food Network is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability status, protected veteran status or any other characteristic protected by law. We have a commitment to diversity, equity and inclusion in our work and create opportunities to interact with people who live, think, act, and speak differently than ourselves.

Approximate start date: early May 2019

Worksite Location: 5th & Columbia parking lot in downtown Hood River during the outdoor season

Work Schedule: Saturdays, 8:00 am- 2:00 pm during outdoor season

Hourly Rate: \$17/ hour

Will be trained by: Hood River Farmers Market Manager

Reports to: Hood River Farmers Market Manager

ORGANIZATIONAL OVERVIEW

Founded in 2006, GGFN's mission is to build a resilient and inclusive regional food system that improves the health and well-being of our community. Our approach is strategically multi-pronged:

Increase supply: Support our local producers by bolstering markets and business development.

Increase access and demand through programs like Mobile Farmers Markets, the Healthy Corner Store Initiative, and Veggie Prescriptions.

Empower and Mobilize: Through partnerships with dozens of key organizations like the Food Security Coalition, School Garden Network, Rural Farmers Market Network, Producer Working Groups, and Coordinated Care Organizations we strive to create lasting change through collaboration and collective impact.

HOOD RIVER FARMERS MARKET BACKGROUND

The **Hood River Farmers Market** is a well-established farmers market, founded in 2006. As the largest farmers market in the Columbia River Gorge, this position requires an organized and detail-oriented assistant manager. With an average customer attendance of 850, and over 1,000 customers per day in peak season, the market is a fast-paced but rewarding environment. There are about 40 vendors at the peak of the season. While the focus of this market is on food, the market also showcases rotating makers and crafters. The Hood River Farmers Market is held every Saturday 9:00 am – 1:00 pm from May – the Saturday before Thanksgiving.

POSITION OVERVIEW

We are seeking a dynamic and detail- oriented person to help support the operations of Hood River Farmers Market during peak season. Market staff is required to work Saturdays from approximately 8:00am – 2:00pm beginning in May through August.

All market positions report directly to Farmers Market Manager with oversight by the Gorge Grown Executive Director.

RESPONSIBILITIES

The Farmers Market Staff position is a part-time position responsible for supporting operations of the Hood River Farmers Market. Key Responsibilities Include:

Market Operations:

- Treat vendors and customers with courtesy, respect, and diplomacy
- Assist the Market Manager and Assistant Manager in enforcing rules and operating procedures
- Assist the Farmers Market Manager and Assistant Manager in set-up and break-down of market canopies, signs, tables etc.
- Communicate food access programs and market token use accurately to customers and vendors
- Assist in the sales of farmers market tokens, merchandise and collection of booth fees
- Answer questions from all vendors and customers, and ask for clarification/support when needed
- Handle emergencies, complaints, and requests with patience and diplomacy
- Maintain market grounds in a safe, clean and inviting manner
- Help oversee customer counts each market day and periodic dot surveys to assess the level of growth in market usage and collect market data
- Assure the market site is clean once the market is closed and the vendors have left for the day
- Ensure that all facilities, equipment and utilities are in working order, and that all doors are locked as appropriate prior to departure

General Responsibilities

- Work closely with the Market Manager, the Executive Director and staff as needed to identify potential problems, creative solutions and innovative ideas to further the goals of the market
- Keep lines of communication open between all staff, vendors and volunteers
- Be informed of SNAP, WIC, and other supplemental nutrition programs
- Be informed of all market tokens and record keeping forms for management
- Participate in monthly staff meetings
- Perform other duties as assigned by the Farmers Market Manager or Executive Director
- Assist with preparation tasks before the market season, as needed: solicit market sponsorship, clean out market trailer, paint market signs etc.

Other responsibilities:

- Assist in planning, developing and executing special market events
 - Help facilitate youth activities and support the Power of Produce (POP) Club- a program that provides fun opportunities for children to engage in the local food system through educational games and demonstrations, and exposure to new fruits and vegetables
 - Assist Market Manager to coordinate cooking demonstrations, farmers market tours, and other special events
- Contribute to market promotion
 - Assist in the development of social media and marketing campaigns
 - Gather social media content from vendors and customers (quotes, photos, stories)
 - Distribute flyers and marketing materials while at the market or other local events

QUALIFICATIONS

Required:

- Attention to detail
- A high-energy, friendly attitude
- Ability to work most Saturdays during the peak market season
- Ability to lift 40 pounds in and out of a raised trailer
- Creative problem-solving skills
- Effective verbal and written communication skills. Should be able to adapt communication style to suit different audiences
- Action oriented. Should be able to follow up on feedback to ensure positive outcomes

Preferred:

- Experience in retail sales
- Conversational level of Spanish language

COMPENSATION

The Farmers Market Assistant Manager is a part-time position working approximately 6 hours/ week May – August 2020 at a rate of \$17 per hour. This position may be combined with other open positions with Gorge Grown Food Network for the right candidate.

APPLICATION INSTRUCTIONS

Submit a resume, cover letter and 3 reference contacts to hannah@gorgegrown.com by **April 7th**. In your cover letter, make sure to address any pertinent experience, including professional and personal experiences that are relevant to this position.

Applications will be accepted until the position is filled.