



**Gorge Grown Food Network
Hood River Farmers Market Assistant Manager
Position Description**

POSITION OVERVIEW

The Farmers Market Assistant Manager is a part-time position responsible for supporting operations of the Hood River Farmers Market.

The Farmers Market Assistant Manager works a schedule of every Saturday from approximately 6:30 am – 2:00 pm during the regular season (May - November) and every other Saturday from approximately 8:00am – 12:30pm during winter market season (December - April).

This position may be combined with other open positions with Gorge Grown Food Network for the right candidate. Visit www.gorgegrown.com/jobs for more information on open and upcoming positions.

Approximate start date: mid April 2023

Worksite Location: 501 Columbia Street parking lot in downtown Hood River during the regular season (May - November); 403 Portway Ave on the waterfront in Hood River during winter season (December - April); occasional staff meetings in Hood River; occasional community outreach events in Hood River and area surrounding

Work Schedule: May - November: 8 - 10 hours/ week. Including every Saturday, 6:30 am- 2:00 pm. Remaining hours are performed remotely and at community events.

December - April: ~12 hours/ month. Including first and third Saturdays, 8:00am - 12:30pm.

Hourly Rate: \$23/ hour

Will be trained by: Farmers Market Operations Director

Reports directly to: Farmers Market Operations Director

ORGANIZATIONAL OVERVIEW

Founded in 2006, Gorge Grown Food Network'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: We strive to support local producers by bolstering markets and business development. We provide technical assistance and peer-to-peer learning opportunities. We broker relationships between institutional buyers, farmers, fisherpeople, chefs, schools and manufacturers seeking local ingredients.

Increase Access & Demand: We aim to ensure equal access to quality food for all through farmers markets, a Mobile Farmers Market, and the Rural Farmers Market Network. The Veggie Rx Program enables health care providers to prescribe fresh fruits and vegetables to food insecure residents.

Empower and Mobilize: Through partnerships with dozens of key organizations like the Food Security Coalition, Northwest Tribal Food Sovereignty Coalition, Oregon Community Food Systems Network, and the Columbia Gorge Health Council we aim to create lasting change through effective collaboration.

HOOD RIVER FARMERS MARKET BACKGROUND

The **Hood River Farmers Market** is a well-established farmers market, founded in 2006. As the flagship farmers market in the Columbia River Gorge, this position requires an organized and detail-oriented assistant manager.

With an average customer attendance of 1,200, and over 2,000 customers per day in peak season, the market is a fast-paced but rewarding environment. There are about 45 vendors in the peak season. While the focus of this market is on food, the market also showcases rotating makers and artists. The Hood River Farmers Market's regular season is held every Saturday 9:00 am – 1:00 pm starting in the first week of May through the Saturday before Thanksgiving. In 2017, the Hood River Farmers Market became the first year-round farmers market in the Gorge. Currently, the winter farmers market season runs every other Saturday of the month, December through April from 10:00 pm – 12:00 pm.

RESPONSIBILITIES

Market Operations:

- Staff the market information booth: operate a point of sale machine for Debit, Credit and EBT transactions; provide excellent customer service; manage cash box and market tokens; sell Gorge Grown merchandise; collect vendor booth fees.
- Orient vendors, community table participants, community groups and musicians for optimal set up
- Assist the Farmers Market Director in enforcing vendor rules, operating procedures, food safety guidelines and other pertinent laws and regulations
- Communicate food access programs and market token use accurately to customers and vendors
- Answer questions from vendors and customers at the market, and ask for clarification/support when needed
- Handle complaints and requests with courtesy, respect, and diplomacy
- Maintain market grounds in a safe, clean and inviting manner
- Oversee customer counts each market day and periodic dot surveys to assess the level of growth in market usage and collect market data
- Ensure that all facilities, equipment and utilities are in working order, and that all doors are locked as appropriate prior to departure
- Coordinate set up of “no parking signs” to ensure the market lot is free of cars on Saturday mornings
- Ensure organization of market trailer and boxes; coordinate moving the trailer as needed

General Responsibilities

- Work closely with the Farmers Market Director, the Executive Director and other 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
- Build community relationships with farmers, inspectors, businesses, city government, nonprofits, food banks, charity groups, farmers market volunteers etc.
- Be informed of Oregon Department of Agriculture and Hood River County Health Department rules and market guidelines, and enforce compliance
- Be informed of SNAP, WIC, and other supplemental nutrition programs
- Be informed of all market tokens and record keeping forms for management
- Participate in staff meetings when available
- Assist in recruiting, coordinating and supervising market volunteers throughout market season; ensure that each market has volunteers in advance when needed
- Promote the market: put out sandwich board displays and banners, distribute market posters, represent Gorge Grown and Farmers Markets at community events and other promotional tasks to solicit shoppers
- Coordinate community groups, schools and local businesses to host weekly kid's or family activities at the market
- Assist the Farmers Market Manager in basic record keeping and till balancing: till counts, data collection etc.
- Assist the Farmers Market Manager with recruitment, orientation and management of vendors
- Assist with preparation tasks before the market season begins as needed: solicit market sponsorship, clean out the market trailer, paint market signs etc.

- Maintain a daily record of all hours used in fulfillment of this position.

QUALIFICATIONS

Required:

- Attention to detail, particularly regarding financial record keeping.
- Basic math and data entry skills
- Familiarity with Google sheets and Google documents
- Experience with point of sales systems, and/or an ability to learn technology/apps and computer programs quickly
- A friendly attitude
- Ability to work most Saturdays during the market season
- Ability to lift 50 pounds in and out of a raised trailer repeatedly
- Creative problem solving skills
- Effective verbal communication skills
- Diplomacy and the ability to communicate thoughtfully with people across differences
- Action oriented and the ability to take direction when needed.
- Passion for food access and commitment to building an equitable food system
- Living in the Columbia River Gorge or ability to relocate

Preferred:

- Experience in retail sales or customer service
- Experience securing sponsorship and donations
- Experience in staff, vendor and/or volunteer management
- Conversational level of Spanish language
- Lived experience or significant experience working with economically disadvantaged, rural, immigrant, indigenous, and/or communities of color
- Training in diversity, equity, and inclusion

COMPENSATION

The Farmers Market Assistant Manager is a part-time position working 8 - 10 hours/ week April – November and 12 hours/ month December – March at a rate of \$23 per hour.

This position may be combined with other open positions with Gorge Grown Food Network for the right candidate. Visit www.gorgegrown.com/jobs for more information on open and upcoming positions.

APPLICATION INSTRUCTIONS

Submit a resume and cover letter to hire@gorgegrown.com by **March 20th**. Please include the title of the position you are applying for in the email subject line. 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. Email hire@gorgegrown.com or call 541-490-6420 with questions.

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 encourage people of color, women, people who identify as LGBTQ2SIA, religious minorities, recent migrants/refugees, differently-abled people, and applicants from different generational and economic backgrounds to apply.