



**Gorge Grown Food Network
Hood River Farmers Market Assistant
Position Description - 2023**

Position Overview

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

The Farmers Market Assistant works a schedule of every Saturday from approximately 8:30 am – 1:30 pm during the regular season (May - September).

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: early May 2023

Worksite Location: 501 Columbia Street parking lot in downtown Hood River. Occasional staff meetings in Hood River.

Work Schedule: May - September: 5 hours/ week. Saturdays, 8:30am - 1:30pm.

Hourly Rate: \$21/ 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.

Program Background

Hood River Farmers Market is a well-established farmers market, founded in 2006. It has grown to become the flagship farmers market in the Columbia River Gorge. 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 am – 12:00 pm. **A typical day at the Hood River Farmers Market includes:** setting up the market; staffing the market's information booth; providing customer service to market shoppers and vendors; selling market tokens, t-shirts and more.

Primary Responsibilities

- Assist Farmers Market Director and Assistant Manager with market set up
- 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.
- Assist the Farmers Market Director and Assistant Manager 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
- Ensure organization of market trailer and boxes

Qualifications:

Required

- Organized with attention to detail
- Basic math skills
- Experience with point of sales systems, and/or an ability to learn technology/apps
- A friendly attitude
- Ability to work most Saturdays during the market season
- Ability to lift 50 pounds
- Creative problem solving skills
- Effective verbal communication skills
- Action oriented and the ability to take direction when needed
- Living in the Columbia River Gorge or ability to relocate

Preferred:

- Experience in retail sales or customer service
- Passion for food access and commitment to building an equitable food system
- 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 is a part-time seasonal position, working 5 hours per week at a rate of \$21 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.

If you wish to talk through your skills instead of submitting a written cover letter and resume, please contact us at 541-490-6420.

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.