



## MARKET ASSOCIATE POSITION DESCRIPTION

### **Position Overview**

The Farmers Market Associate is a part-time, seasonal, contracted position responsible for supporting operations of The Dalles Farmers Market. The Market Associate works a schedule of every Saturday from approximately 7:00 a.m.-2:00 p.m. during the market season which begins the first Saturday in June through the second Saturday in October.

**Start Date:** Training date to be set in May. Market opens this season June 1<sup>st</sup>, 2024.

**Worksite location:** City Park, 707 Union St., The Dalles, OR.

**Work Schedule:** June 1-October 12, Saturdays, 7 hours per week, 7:00 a.m.-2:00 p.m.

**Hourly Rate:** Starting at \$17/hour

**Will be trained by:** Market Manager and Assistant Market Manager

**Reports directly to:** Market Manager

**Supervised by:** Farmers Market Manager and Assistant Market Manager

### **Primary Duties**

- Assist Market Manager and Assistant Market Manager with market set up and take down including tents, tables, weights, signs, merchandise
- Help staff the Manager's Booth: set up displays, operate point of sale devices for Debit, Credit and EBT transactions; provide excellent customer service; make change, count out tokens and Double Up Food Bucks; sell TDFM merchandise and assist in collecting vendor bags at end of market. Help register kids for the Power of Produce Program and provide tokens when needed.
- Communicate food access programs and market token use accurately to customers and vendors
- Do attendance counts when needed
- Answer questions from vendors and customers at the market, ask for clarification/support when needed
- Ensure organization of market trailer and contents
- Alert Market Manager and Assistant Manager regarding possible issues with any vendor rules, operating procedures, food safety guidelines and other pertinent regulations.
- Run errands as needed for Managers
- Other duties as assigned

### **Qualifications**

#### **Required**

- Good basic math skills
- Organized, attention to detail
- Friendly, outgoing, good with people, customer service skills

- Can do attitude
- Be able to work in a fast-paced environment
- Experience with point of sales systems, and/or ability to learn technology/apps
- Ability to work Saturdays during the market season
- Ability to lift 50 pounds and pull wagon with 75 pounds
- Be able to work in the heat
- Able to stand for long periods of time
- Creative problems solving skills
- Effective verbal communication skills
- Action oriented and ability to take direction when needed
- Live in the Columbia Gorge
- Have a valid drivers license

### **Preferred**

- Experience in customer service/retail sales
- Conversational level of Spanish language
- Passion for food access and commitment to building an equitable food system
- Training in diversity, equity and inclusion
- Experience working with economically disadvantaged
- Have your own vehicle or access to vehicle

### **Application Instructions**

Submit a resume and cover letter by April 19<sup>th</sup> to The Dalles Farmers Market at: [thedallesfarmersmarket@gmail.com](mailto:thedallesfarmersmarket@gmail.com) or you may mail your resume and cover letter to:

The Dalles Farmers Market  
P.O. Box 105  
The Dalles, OR. 97058

In your cover letter, make sure to address any pertinent experience, including professional and personal experiences that are relevant to this position. If you have questions, please contact us at 541-965-3658. Applications will be accepted until this position is filled.

### **Diversity Statement**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or any other status protected by law.

### **About Us**

The Dalles Farmers Market has been operating since 2003. We are a non-profit that connects farmers, artisans, and crafts vendors directly to customers. We are committed to making food more accessible to low-moderate income households, and reducing food insecurity in our greater community. We average about 800-1,000 customers that come to the market every Saturday. There are an average of 28-30 vendors each week at the market. Our focus is on farmers and food vendors, but we also have a variety of crafters and artists at the market, providing customers great options for shopping and buying local.