



1145 Fulton Street East
Grand Rapids, MI 49503

POSITION: Seasonal Staff

ORGANIZATION: Fulton Street Farmers Market

POSITION LEVEL: Part-time, hourly position

SALARY: \$14.00/hr.

REPORTING STRUCTURE: Reports to the Fulton Street Farmers Market Manager

DESCRIPTION:

Established in 1922, the Fulton Street Farmers Market offers locally-grown fruits and vegetables, meats, eggs, plants, and hand-made arts and crafts. The market is open four days a week, Tuesdays, Wednesdays, Fridays and Saturdays from 8AM to 3PM from May until Christmas Eve and Saturdays January through April from 10 AM-1PM. The Market is located in the Midtown Neighborhood and is operated by the Fulton Street Farmers Market Inc. The City of Grand Rapids Parks and Recreation Department provides this venue as a service to the residents of Grand Rapids. Currently, we are seeking qualified candidates for an Assistant Market Coordinator Position.

This seasonal position will be responsible for assisting the Market Manager in the smooth operation of daily Market business and operational activities. The position provides between 20-25 hour/week upon starting until December. Additional hours may be available from time-to-time. A typical work week will consist of shifts on Friday and Saturday from 8am-3pm with the remainder of the weekly hours to be scheduled before each week at times of need during market hours. Tasks include, but are not limited to:

- Assisting the Market Manager in daily market operations
- Assisting customers using credit/debit and Bridge Cards/Double Up Food Bucks
- Ensure success of WIC project FRESH and Senior Market FRESH for both vendors and customers
- Compiling daily market token sales and vendor token redemption
- Ensuring adherence to market rules by vendors and customers
- Answering new vendor inquiries and customer questions
- Light custodial and ground maintenance duties
- Assist in the scheduling and creation of educational events
- Assist in scheduling volunteers and musicians
- Assist with social media and website content

Attention to detail, excellent customer service skills and the ability to interact with diverse groups of people required. Software skills desired include Microsoft Office (Word, Excel, Publisher), database and spreadsheets and Internet. Proficient oral and written communication skills required. Knowledge of market management, agricultural practices and/or local food systems is a plus but not required.

CONTACT INFO: Please send cover letter and resume, and three professional references. Interviews will begin immediately and the successful applicant will be asked to begin work in prior to May 2017.

Send submissions to

Rori J. Weston, Fulton Street Farmers Market

By email: rori@fultonstreetmarket.org

Or by mail: 1145 E. Fulton - Grand Rapids MI 49503