

## Market Manager: Philadelphia, PA

The Food Trust is a nationally recognized nonprofit dedicated to ensuring that everyone has access to affordable, nutritious food and information to make healthy decisions. Headquartered in Philadelphia, The Food Trust works with neighborhoods, schools, grocers, farmers and policymakers in the city and across the country to develop a comprehensive approach to improved food access that combines nutrition education and greater availability of affordable, healthy food. More information about The Food Trust is available at [www.thefoodtrust.org](http://www.thefoodtrust.org).

### POSITION SUMMARY

The Food Trust runs 20+ farmers markets throughout the city, and we are seeking outgoing, friendly, energetic, committed individuals to oversee their operations and make sure they run smoothly, as well as operate wireless EBT (food stamp) card readers and fill out paperwork related to those sales.

Market Managers are responsible for:

- Overseeing their assigned market(s) with attention to detail, including setting up tables and promotional materials and breaking them down at the end of the day
- Interacting with customers at market, including helping them use their ACCESS card (food stamps) and handing out Philly Food Bucks coupons; encouraging them to participate in market activities (like cooking demos or taste tests) or visit sponsor tents; and answering questions
- Interacting with farmers and other food vendors at market, including helping them set up; ensuring their sales tables are up to code; and problem-solving as needed
- Working with other partners as needed, including greeting corporate sponsors and/or helping them set up their tents; and interacting with community partners who often store our materials at their office
- Representing The Food Trust at market by making everyone feel welcome
- Completing weekly paperwork at The Food Trust headquarters, including regular check-ins with staff to help us continually improve the market experience throughout the season

*Notes: This position does not involve selling fruits and vegetables; Market Managers are stationed at a central customer service table so they can easily assist customers and troubleshoot as needed. There will be limited opportunity to take time off during our busy market season.*



## **KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of The Food Trust's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as part of a larger team.
- Ability to organize tasks in an efficient manner and follow-up and follow-through with strong attention to detail in a fast-paced environment.
- A general appreciation of fresh food.
- Ability to travel in and around the Philadelphia region to perform Market activities.
- Strong written and verbal communication skills and effectively communicate with individuals and groups.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners, corner-store owners, and the community.
- Adheres to all The Food Trust and departmental policies and procedures.
- Attends all The Food Trust in-services as required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee will frequently stand and walk to/from or while coordinating Farmers Market activities; the employee will on a daily basis sit, use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will occasionally climb stairs; stoop; kneel; crouch or crawl; taste or smell.
- The employee must occasionally lift and/or move up to 25 pounds of program materials and other related documents and while assisting with market set up and breakdown.
- Operate related office equipment and use necessary tools.
- Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Although some of the work is indoors, you will primarily be performing your duties outside at assigned Farmers Market and other community locations/special events on a regular basis.
- Farmers Markets are all-weather, outdoor events. Market Associates are exposed to temperatures common in Philadelphia during winter, spring, summer and fall. Some tented shelter is available from the sun and rain at all markets but at times exposure is unavoidable while working at a farmers market. Market Associates are expected to check the weather and dress accordingly since temperatures can vary widely from start to finish of market.
- Air quality and noise depend on location but in general, air quality in Philadelphia can be poor on the hottest and most humid days of the year.

- Lighting is very good for most of the year and adequate at a handful of markets towards the end of the season at the end of the day.
- Position may require occasional trips to attend conferences, seminars, and meetings.
- May require working non-traditional hours based on Farmers Market schedule and other operational needs.

**EXPERIENCE, EDUCATION AND LICENSURE**

**Minimum Experience:** 0-1 year of related experience in a community outreach or organizing setting or some type of customer service role is preferred. Candidates living in close proximity of the farmers markets are strongly encouraged to apply. Please visit [thefoodtrustmarkets.org](http://thefoodtrustmarkets.org) for market location details.

**Minimum Education:** High School Diploma, or GED.

**SALARY/PAY RATE:** \$15.00 per hour

**EMPLOYMENT CATEGORY:** TEMPORARY/SEASONAL. MAY–NOVEMBER, PART TIME, 12–29 HOURS PER WEEK

**JOB OPEN DATE:** MAY 2019

**TO APPLY:** Email your résumé and cover letter to [jobs@thefoodtrust.org](mailto:jobs@thefoodtrust.org). Please reference “MARKET MANAGER” in the subject line. Please do not call.