

## Grand Rapids Farmers' Market Job Description

The Grand Rapids Farmers' Market (Market) seeks a new manager. Our previous manager has retired from the position after 16 years of service, but remains part of the Market and is available on a limited basis to answer questions.

The Market Manager must be well-organized and able to keep track of multiple types of paperwork from vendors; local, state, and federal government entities; insurance companies; trade associations; and non-profit organizations associated with the Market. She or he must be willing and able to learn the regulations and requirements placed on the Market by various government entities and to ensure the Market's compliance. She or he must be willing and able to become thoroughly acquainted with the Market's bylaws, Rules & Guidelines, and Code of Conduct for vendors; and to enforce those fairly upon all vendors.

The Market Manager is part of the public face of the Market and may be called upon to make statements to media. The Market Manager will conduct intakes of new market members, including answering prospective members' questions and receiving and filing membership paperwork.

The Manager must ensure smooth operation of the Market on Market days. Normally this will be by Manager's personal attendance and oversight during the entire Market day, but delegation of some tasks to the Assistant Manager or other Market members may occur. Market day duties include a significant amount of setting up and taking down of barricades, safety cones, pop-up canopies, banners, and other signage. See the attached document, "Market Manager Duties," for more detail about the position's requirements.

The Manager will answer to the Market's Board of Directors, which consists of 7 Market members elected from among all Market membership.

There are no degree requirements for this position. The applicant should have experience in management and human relations. Accounting experience is a plus. Retail sales experience is a plus. Familiarity with agriculture, horticulture, and locally-grown food is a plus.

Compensation: \$3,900/year after taxes

Perks: Free market membership and stall fees if you want to also be a vendor (but Manager duties come first). Help and support from an active group of board members.

Please submit your application to the Grand Rapids Farmers' Market Board. Review of applications will begin December 1, 2013. Position is open until filled.

Send to:

Jane Grimsbo Jewett  
54852 Great River Road  
Palisade, MN 56469

Or electronically to: [president@grfarmersmarket.org](mailto:president@grfarmersmarket.org)

Grand Rapids Farmers' Market Manager Application:

Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone 1: \_\_\_\_\_

Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_

Please describe your background and qualifications for this position (attach a resume if you wish):

Why are you interested in this position?

Thank you for your interest. The GRFM Board will be in touch to schedule an interview if your application is satisfactory.

## Market Manager Duties

### **Year Round**

Field phone calls and correspondence; refer correspondence to appropriate market officer

Work with prospective members to explain market rules, etc.

Make sure there are enough flyers, receipt books, forms, vendor EBT posters on hand and re-order if not

Ensure that market's website is taken care of (self or delegate)

Ensure that Facebook and Newsletters are taken care of regularly (self or delegate)

### **December**

Renew MN Grown license and listing / with Secretary

### **February - April**

Setup FMNP training and send in list of vendors

Attend monthly Market meetings in Feb., March, April, May

Update vendor forms if needed

Check for sufficient vendor forms; print copies to have available at market meetings Feb-May

Receive and file membership renewal paperwork as renewals come in

Review Market Matching Dollars program – either through Blue Cross or GRACF

Review MOU with Grand Rapids Economic Development Association (Rob Mattae)

Renew MFMA Membership

### **Pre-Season**

Collect all required forms from vendors before their first market day or by May 31:

- Membership form
- ST-19
- Code of Conduct
- EBT Agreement
- Any required licenses (food handler's, etc.)

Check over banners and signs; make sure in good repair, schedule repair or replacement if needed

2 - 3 weeks before opening, touch base with Jeff Davies @ Public Works

Ensure signs along highway are put up (ask for market volunteer)

### **During Season**

Manager will attend each market day unless prior arrangement is made with the Assistant Manager. Up to six (6) Manager absences per season are allowed with prior arrangement.

Inform new hires of insurance options

Ensure payment of Workers' Comp and liability insurance

Collect required IRS forms from new hires (W-4 and I-9)

Review FMNP with vendors – remind currently trained vendors of rules; provide information about training sessions for others; schedule training site at NCROC if enough vendors need the training to warrant it.

Review EBT/Credit/Debit rules with currently trained vendors.

Train new vendors for EBT/Credit/Debit

### **Tall Timber Days** - first full weekend in August

At least 2 weeks before, find out which vendors will be attending and plan layout for the move to the West end of the lot.

### **Market Day**

#### Set Up Market

Unlock biffy, setup barricades, mark vendor spaces with cones on highway side, direct vendors to spaces, place garbage cans, place no dog signs, put up banners, put up EBT/Credit sandwich boards, place extension cord covers and warning cones.

Walk through market and around perimeter of market during vendor arrival and after all vendors have arrived; check vendor spaces; check barricades after vendors have parked at 8 am. Watch for potential problems or violations of market rules.

### Set Up Market booth

Put up canopy and attached weights, card reader, recording box (receipts, transaction folder, vendor binder), supply box, legal notice sign, banners, chair, power cord

### During Market

Be present at the market location continuously throughout the market setup and operation hours of 7:00 am to 2:00 pm, unless prior arrangement is made with Assistant Manager for absence of up to 1 hour to perform off-site market duties.

Collect stall fees and record attendance.

Be on call to answer vendor or shopper questions.

Watch for potential problems or violations of market rules.

Have incident report forms available in case of injury or violation

### Take down Market booth

1 pm - Total transactions and Run batch on card reader, pack and put away everything

### Takedown Market

1 pm - Take down banners, sandwich boards, no-dog signs, make sure barricades are bunched, garbage cans put back, gather cones and extension cord covers, lock biffy

### End of Season:

Inform Jeff Davies with GR Public Works that market is ending – 2 to 3 weeks before the end

### Post-Market Season:

Take down signs along highway (ask for market volunteer)