



**Market Operations Support Staff**

**Division:** Urban Food Connections of Utah

**Job title:** Farmers Market Support Staff

**Supervisor:** Alison Einerson, Market Director

**Category:**

- Administrative Support
- Coordinator
- Director
- Executive team
- Manager
- Sales
- Other - seasonal

**Type of position:**

- Full-time
- Part-time
- Intern

**Hours 10-15/week**

- Exempt
- Nonexempt

**Job description:**

Market Support Staff will set up and break down the Downtown Farmers Market each Saturday throughout the season. Duties vary from sign and barricade placement, equipment distribution, customer service tasks, vendor relations and other duties as assigned. Market Operations Staff are expected to be at the Market from 6:00 am to 3:30 pm or until finished every Saturday during the Market season.

**Responsibilities may include:**

- **Sign Placement:** Place signs around the exterior of the Market for parking and traffic control and the interior of the Market for patron direction. Signage is placed in accordance with the Operation Manager’s direction. Place Market Musician signage in proper locations.
- **Equipment Distribution:** Assist with equipment distribution (canopies, barricades, etc.) and set up.
- **Customer Service:** Understand the operations of the Market and be able to answer patron questions. Sell Market merchandise and take vendor fees when needed.
- **Vendor Relations:** Be able to address vendor concerns regarding other vendors or participants at the Market. Understand the process for communicating complaints to Management.
- Assist with various Market programs and operations as needed.

**Skills:**

- Market Support Staff should be dependable and flexible in case there are changes in staff or operations.
- Market Support Staff will be able to provide friendly and competent customer service.
- Must be able to lift 40 lbs, and must be able to withstand extreme temperatures in an unpredictable outdoor environment.