



Division: Urban Food Connections of Utah

Job title: Farmers Market Waste Wise Coordinator

Supervisor: Nichole Mathews, Market Manager

Category:

- Administrative Support
- 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:

- **Equipment Distribution and Operations:** Assist with equipment distribution (canopies, barricades, etc.), market set up, and operations as 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.

Waste Wise Specific Duties:

- **Manage Waste Stations:** Update signage and waste station plan for the Market. Assemble 5 waste stations on market days. Monitor and restock stations throughout the market day.
- **Recruit and manage volunteers:** Develop a volunteer plan to staff each waste station on market days. Recruit volunteers from a variety of sources. Train volunteers to educate the public about city services.
- **Conduct waste audits:** Track the waste each week to determine what is being sent to the landfill and areas that we need to improve.
- **Be a vendor resource:** Get to know the vendors and work specifically with food vendors to source appropriate compostable/recyclable packaging. Assist vendors at the end of the day with their larger recycling needs
- **Manage the yard waste bins for composting and the anaerobic waste bin:** Create a system for food vendors and farmers to compost appropriate food waste. Educate the vendors about this option. Control the waste bins so that they are not contaminated with other waste.

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.