

TENINO FARMERS MARKET

MARKET-DAY MANAGER POSITION 2024

The Market-Day Manager is a paid part time position with the Tenino Farmers Market. The Tenino Farmers Market operates every Saturday from the first Saturday in May to the last Saturday of September. The Market-Day Manager is the “go-to” person for vendors, visitors at market, and all others interested in market activities. This position pays \$22.00 per hour. The Market-Day Manager is accountable to the Tenino Farmers Market Executive Board. This position requires a broad array of skills including strong self-initiative, efficient time management, the ability to adjust to varying demands, well-developed customer service, and the ability to organize and communicate.

On each Saturday from 8 am to 4 pm the Market-Day Manager must be physically present at the Tenino Farmers Market site. The Market-Day Manager will assist in setting up and taking down the market. The Market-Day Manager shall work with the Site Manager to ensure the smooth operation of the market. The Market-Day Manager will ensure the Market Information booth is properly set up and information displayed; this includes hand-outs, Healthy Eating Coupons, EBT items, and special event items. The Market information booth is to be set up and all information properly displayed at least a half hour before market opens.

On each Saturday the Market-Day Manager shall manage EBT transactions, matching fund programs, distribute Healthy Eating Coupons, and any other Saturday program as instructed by the Board. The Market-Day Manager is to maintain a written accounting for each Saturday’s distributions with each program clearly identifying the distribution numbers and any other requested data. The written accounting information shall be communicated by the Market-Day Manager within 72 hours to the Board and to any other interested parties as directed by the Board.

On each Saturday the Market-Day Manager shall maintain an accurate count of all visitors to the market during market business hours. A “clicker” will be provided for this purpose. Within 72 hours of each Saturday market, the Market-Day Manager will report the visitor count to the Board and to the site manager by way of an email communication.

Each Saturday, the Market-Day Manager is the “Face of the Market” and is to pleasantly greet visitors, distribute information as directed by the Board, and is to ensure that the market experience for visitors and vendors is as pleasant as is possible. The Market-Day Manager is the first contact point for vendor concerns, and the Market-Day Manager is expected to address vendor concerns when reasonable. Vendor concerns involving site issues are to be immediately referred to and resolved by the Site Manager.

The Market-Day Manager is a liaison between the vendors and the Board. Concerns expressed by vendors are to be brought to the Board’s attention by the Market-Day Manager. The Board may request the Market-Day Manager provide information to vendors. The Board may request the Market-Day Manager organize and implement special market programs.

The Market-Day Manager is to know and enforce Tenino Farmers Market rules and regulations.

The Market-Day Manager is to attend training, conferences, or meetings at the Board’s request.

The Market-Day Manager is to understand and manage EBT and matching funds programs, WIC, SFMNP and Healthy Eating Coupons, and report on these programs as requested. This includes the certifications for such programs as needed.

This is a challenging and engaging position. For the person who is the right fit, this job is rewarding. You will be part of a community whose interests include providing access to healthy local food, supporting local farmers, producers, and artisans, and you will be part of a team that creates a gathering place which benefits and enriches the community. Because of the nature of this position, a Market-Day Manager cannot be a vendor.

