

City of Somerville, Massachusetts Job Description

The City of Somerville seeks a **Market Manager** for The Somerville Mobile Farmers' Market. The market is led by Shape Up Somerville (SUS), an initiative of the City of Somerville's Health and Human Services Department, and supports SUS' mission to improve equitable access to healthy, affordable food.

Employment Details:

Dates of Hire: June 11th – October 31st

Market Schedule: July 13th – October 20th, Fridays 9:00AM-6:00PM and Saturdays 9:00AM-4:30PM. Must be available to work a minimum of 13 out of 15 market weekends and 1.5 days each week in market season (preferably Monday and Thursday).

Pay: \$20/hour, 16hrs before the market season and 30 hours during market season.

Responsibilities Include:

- Weekly ordering and aggregation logistics
 - Order produce each week based on sales trends and budget
 - Manage aggregation logistics such as produce pickup and drop-off sites and times as well as orderly storage for easy loading on market days
- Drive the market van
 - Meet farmers for produce pick-up at various sites throughout Somerville
 - Arrive on time and safely to each of the four market sites
- Manage staff and market
 - Ensure that roles are properly distributed between staff
 - Coordinate volunteers, and delegate at-market management of volunteers to other staff if necessary and appropriate
 - Offer and hold other staff to a standard of excellent customer service
 - Manage the line and restock produce, and cover other market roles as necessary
- Weekly accounting
 - Reconcile sales each week by downloading transactions and comparing to financials
 - Set produce prices as needed
 - Create and present preliminary season-end totals and analyses
- Help manage market operations and communication
 - Report weekly on market to SUS: news, needs, sales trends, and customer feedback
 - Propose policy changes as necessary

Recommended Minimum Qualifications

- Valid driver's license, good driving record, and experience driving vans
- Management, administration, or business background
- Customer service experience

Desired Knowledge, Abilities, and Skills

Knowledge: Retail or customer service; awareness of and sensitivity to cultural and linguistic diversity; produce knowledge (cooking, farming, health, etc.)

Abilities: Flexibility; working with many types of people; teamwork; strength to lift up to 50lbs

Skills: Technology and computer literacy to learn and utilize Square, Excel, and debit/credit/EBT card processing software; bilingual or multilingual skills preferred

Application Procedure

Please send a brief cover letter and resume by Tuesday, May 1st, 2018 to Lisa Robinson at lrobinson@somervillema.gov

City of Somerville residents are especially encouraged to apply. The City of Somerville is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, sex, religion, age, national origin, disability or any other protected category. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures will be provided to qualified individuals with disabilities free of charge, upon request.