

City of Somerville, Massachusetts Job Description

The City of Somerville seeks a **Sales 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 25th – October 26th

Market Schedule: July 13th – October 20th, Fridays 9:00AM-5:30PM and Saturdays 9:00AM-4:30PM. Must be available to work a minimum of 13 out of the 15 market weekends.

Pay: \$17/hour, 16 hours a week

Responsibilities Include:

- Serve as lead cashier
- Keep cash, receipts, and sales data organized at the market for easy reconciliation after the market
- Spot-check and reconcile cash after each market site to limit discrepancies
- Supervise other volunteers and staff at the check-out counter
 - Assign roles for weighing of produce, bagging of produce, and more as necessary
 - Keep check-out processes streamlined
- Provide excellent customer service and ensure a positive, dignified shopping experience for customers
- Help market manager with accounting and sales reconciliation when necessary
- Other related market duties as assigned by their supervisor

Recommended Minimum Qualifications

- Business or accounting 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; comfort driving van preferred

Skills: Accounting; 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