

# Help Wanted: New Bedford Farmers Market Assistant

Mass in Motion (MiM) New Bedford is looking to hire a new reliable, trustworthy, and friendly team member to work as the New Bedford Farmers Market Assistant. There are three Farmers Market sites in New Bedford, managed by Mass in Motion New Bedford. They are located at Brooklawn Park, Custom House Square (Downtown), and Clasky Common. The markets run Monday, Thursday, and Saturday. The dates and hours of the market can be found in the "Hours/Pay" section below.

This year the markets are expanding to better serve the people of New Bedford. There will be more farmers/vendors, and the markets will now accept credit/debit cards, and SNAP cards. This new payment system will run on tokens, and will allow more people the ability to access fresh produce, but it requires a Market Assistant to manage the card machine, and SNAP vendors. We are seeking someone committed and enthusiastic about helping these markets to succeed by managing the daily on-site activities of the market.

## **Essential Job Responsibilities:**

- Arrive 1 hour before the market starts to set-up Welcome/SNAP Table and assist farmers
- Welcome customers, explain the payment system, and answer questions
- Monitor and ensure vendor compliance with Market Rules & SNAP Guidelines
- Manage the card machine for credit/debit cards, and SNAP customers and distribute the appropriate number and type of tokens
- Keep a record of transactions and balance the market sheet at the end of the day
- Collect tokens from vendors at the end of the market, and write receipts to vendors

- Remain at the market until all farmers have cleaned their area and are ready to leave
- Report to MiM Coordinators with all transaction reports and any questions or problems

**Other Duties:**

- Transport all market gear (coins, tables, tent, bins, etc) to and from the market each week
- Assist in managing any volunteers, special events, data collection, or fundraisers occurring at the market, in collaboration with MiM Coordinators
- Attend SNAP & Market Assistant Training Session

**Working Conditions:**

- Work completed outside, under a tent in varying weather conditions
- Able to lift up to 30 pounds, set-up market tent, table, and materials
- Able to stand on feet for an hour at a time if needed

**Minimum Requirements to Apply:**

- High school diploma or GED equivalent
- Access to reliable weekly transportation/ valid driver's license
- Bi-Lingual: Speaks Spanish & English
- Basic math skills, ability to use a calculator
- Friendly and helpful personality
- Trustworthy, dependable, and responsible with money and confidential information

**Preferred Skills, Knowledge & Experience:**

- Interest in nutrition, public health, and/or environmental issues
- Experience in community outreach
- Comfortable using basic technology (etc. an iphone/ipad)

**Hours/Pay:**

- Trainings begin in early June

- 18-21 hours/week during market season
- Market Season- (hours below may vary slightly)
  - o Mondays= 1-7pm (June 15th – October 26th)
  - o Thursdays= 1-7pm (July 11th – October 29th)
  - o Saturdays= 8am -1pm (June 18th – October 31st)
- Commitment to the full market season (June 15th –October 31st) is required
  - o Limited vacation days may be available with early notice
- \$12-15/hour

**To Apply:**

- Please send the attached completed application to Stephanie Reusch at [Stephanie.Reusch@newbedford-ma.gov](mailto:Stephanie.Reusch@newbedford-ma.gov) or mail to Mass in Motion, 608 Pleasant Street, 2nd floor, New Bedford MA, 02740

**FM-Assistant-Application-Form**

- Application Deadline: Monday May 4th 2015

The above statements describe the general nature of the work being performed by the employee, but are not an exhaustive list.