

PORTLAND FARMERS MARKET POSITION DESCRIPTION

Job title: Farmers Market Crew Member

Reports to: Operations Director

Status & Pay: Part-time, non-exempt

Hourly rate: \$16.51 - 17.61/hour



POSITION SUMMARY

Portland Farmers Market (PFM) is a nonprofit organization in Portland, Oregon with approximately 15 full and part time staff, including a Market Operations team composed of the Operations Director, three Farmers Market Managers and multiple Market Crew positions. PFM operates five vibrant farmers markets that provide customers with a direct connection to our 200 vendors with deep roots in Oregon and Washington. These vendors include farms, nurseries, bakeries, meat and seafood providers, cheese makers and specialty food producers.

Market Crew members provide operational support at our markets. They set up/tear down equipment, conduct PFM sales and services to shoppers and vendors at the market, and work collaboratively with fellow staff to ensure that our market runs smoothly. Successful Market Crew members approach work with a positive, team-minded attitude and are able to perform tasks in outdoor environments with a consideration for timeliness.

SCHEDULE & WORKING CONDITIONS

Saturdays, 6 am – 4 pm, May - November (Possible shifts, December – April if desired)

Location: PSU Farmers Market located in the South Park blocks at SW Park & Montgomery

Additional shifts may be available at:

- Wednesdays at the Kenton Farmers Market (North Portland) June -September
- Wednesdays at Shemanski Park Farmers Market (Downtown) May - October
- Sundays at the Lents International Farmers Market (SE Portland) June - November
- Sundays at King Farmers Market (NE Portland) May - November

This is a physical, public facing, outdoor job. This position requires the ability to lift equipment weighing up to 50 pounds, step up and down out of a truck, set up canopies and carry large boxes, work on your feet for extended periods, and walk over uneven terrain. The PSU market operates outdoors year-round, and working conditions may include rain, wind, hot and freezing temperatures.

POSITION DUTIES

Market Logistics & Safety

- Assist in ensuring that all necessary equipment/supplies are maintained according to policy and

otherwise left in good working order.

- Assist in monitoring safety and accessibility concerns during the market's open hours.
- Assist with Durable Dining dish return and waste management.
- Communicate vendor attendance and market logistics to market managers
- Direct safe traffic of vehicles operating on and around market site as assigned.
- Report emergencies and safety concerns to market manager.
- Follow direction to directly support the success, safety and integrity of the market as assigned.
- Follow and offer support for PFM's crisis response plan when necessary.
- Gain a working knowledge of PFM's policies and procedures at market.

Sales and Service

- Conduct at-market sales and customer service related to token distribution, merchandise, and vendor payments.
- Assist with tracking and recording market tokens, merchandise inventory and vendor payments.
- Maintain supportive relationships with vendors, be familiar with their products and practices and promote their success.
- Provide information to shoppers about methods of payment accepted at the markets including market tokens, matching programs and vouchers.

Team Participation

- Work collaboratively to improve and expand efficiency of work.
- Contribute to the inclusivity of our markets and work environment by building positive relationships.
- Assist with marketing and promotion of the farmers market as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Studies have shown that women and people of color are less likely than others to apply for a position unless they feel they meet every qualification as described. We are committed to finding the best overall candidate and understand that candidate may not immediately identify with every qualification listed. If you are interested in applying, we encourage you to think broadly about your background and qualifications for this role.

REQUIRED QUALIFICATIONS

- Respectful verbal communications skills
- Ability to follow directions and ask questions when unclear
- Detail oriented in processing sales and other transactions
- Ability to understand and communicate market rules
- Commitment to PFM's equity philosophy and ability to implement diversity and inclusion practices
- Ability to work on your feet outdoors for extended periods of time and walk on uneven terrain

- Able to repetitively lift up to 50 lbs
- Sense of humor and ability to go with the flow in fair and foul weather conditions
- English language fluency

DESIRED QUALIFICATIONS: (*NOT REQUIRED*)

- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Experience with customer service
- Passion for local food and farms
- Valid driver license and willingness to learn to drive the market's box truck
- Ability to speak a second language (in addition to English)

HOW TO APPLY:

Please submit your cover letter and resume OR a statement of interest to apply@portlandfarmersmarket.org.

Please put **MC2024** (for Market Crew) and ***your lastname*** in the subject line.

We will review submissions as they are received. Application will remain open until the position is filled.

Cover letters and statements of interest should include the following information:

- Why you would be a good fit for this job
- Examples of when you have helped others
- What you think you would enjoy most about being a part of this work
- Which markets/days/hours are you available to work

WE WELCOME DIVERSITY

We believe that when our staff represents a diversity of perspectives and life experiences, we can be most responsive to the needs of our vendors and shoppers, and better reflect the communities where our markets call home.

Portland Farmers Market is an equal opportunity employer. We welcome all qualified individuals in accordance with the law without regard to their race, color, creed, religion, age, gender, sexual orientation, marital status, military status, political opinion, sex, national origin, familial status, mental and physical disability, gender identity, source of income, disability or any other status protected by federal, state, or local law in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training, and termination. We will provide reasonable accommodation unless it creates an undue hardship on the operation of our organization. Any applicant needing reasonable accommodation should notify us as soon as possible.