

# JOB DESCRIPTION



**JOB TITLE:** Farmers Market Manager

**REPORTS TO:** Farmers Market Coordinator

**EMPLOYMENT CLASSIFICATION:** Part Time, Non-exempt

**EXPOSURE CLASSIFICATION:** Category III The normal work routine involves no exposure to blood, body fluids or tissues. Persons who do these duties are not called upon as a part of their duties, be asked to help with clean up, patient care, laboratory or other similar procedures where exposure may occur.

## **QUALIFICATIONS:**

**PHYSICAL REQUIREMENTS:** Must possess ability to communicate in the dominant language of the geographic region. Must be able to lift 30 pounds. Vision and hearing corrected to within normal limits is required.

## **JOB FUNCTIONS:**

1. Assist Project Director (Farmers Market Coordinator) in retaining farmers to participate in the Farmers Market program.
2. Coordinate and assist vendors/farmers in setting up and breaking down the tents and tables for the market, assuring that all tents, tables, weights, and chairs are accounted for and securely stored at the end of the market day. This will be on weekly on FHC premises.
3. Supervisor the Farmers Market site during the market hours.
4. Assist the Farmers Market Coordinator in distributing promotional materials for the market, and will coordinate with FHC clinic staff to incorporate health fair and health education activities promoting consumption of fresh fruits and vegetables at the markets.
5. Conduct customer counts and collects sales data and evaluations from vendors for program evaluation.
6. Exhibit compliance with FHC's corporate compliance policy.
7. Performs job activities in ways that are respectful, courteous and responsive while interacting with patients, visitors and co-workers.
8. Perform other duties and assume other responsibilities as apparent or as delegated to you.

## **PERFORMANCE CHARACTERISTICS:**

**Knowledge of Job:** Has necessary knowledge of the methods, procedures and policies of the organization as they pertain to the performance of the assigned job.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described in employee's job description.

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Accepts accountability for meeting assigned responsibilities.

**Attendance:** Attends work regularly and adheres to policies regarding absences and tardiness. Provides adequate notice to the immediate supervisor with respect to vacation time and time off requests.

**Judgment:** Exercises good judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to problems or situations.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same.

**Relationships with Others:** Shares knowledge with supervisor and staff for mutual benefit. Contributes to improving/maintaining high morale among employees. Develops and maintains cooperative and courteous relationships with patients, co-workers, vendors and visitors.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work. Attends meetings, training and other type organization sessions on time.

**Safety and Housekeeping:** Adheres to safety and housekeeping standards. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job duties and accountabilities.