

Requisition Number 11-0094
Post Date 2/24/2011
Title Assistant Market Manager – City of Ann Arbor, MI
Part Time Yes
Position Type Temporary
FLSA Type Non-Exempt
Minimum Starting Salary \$8.75

Maximum Salary \$12.75
Description

Nature of Work: Assist Market Manager in all aspects of the operation of the Wednesday and Saturday market, such as assigning vendors their daily stalls, answering customers' questions, enforcing market rules and regulations, and collection and reconciliation of daily market fees. Collect basic data regarding sales and customer dynamics at the market. Aid Market Manager in coordinating volunteers and organizing and managing special events at market. Oversee daily market operations in the absence of Market Manager. Administer the market's many alternative payment programs, including SNAP, Project Fresh/Senior Project Fresh, and Double up Food Bucks at the Saturday and Wednesday market. Tasks related to this may include, but are not limited to, managing a credit card terminal that transmits EBT transactions, promoting the use of Food Stamps at the market, completing daily post-market reconciliations of EBT and credit card transactions. Especially exciting this year is the likely introduction of a new third market on Wednesday evenings. The Assistant Market Manager will play an essential role in the shaping of this new market, as well as its day-to-day management!

Required Qualifications: Must have strong communication skills, knowledge of office procedures, pleasant personality, ability to get along with diverse group of vendors and marketgoers, and strong dispute resolution skills. Ability to learn and adapt to hectic surroundings, solve problems creatively, and complete many tasks simultaneously. Ability to work with minimum supervision and a great attention to detail. Ability to work outdoors in extreme weather, standing and walking for long periods of time. CPR/AED and First Aid certification required by start of employment. Must have a valid Driver's License.

Desirable Qualifications: Experience in the area of farmer's markets and/or knowledge of local food systems and issues.

Work Schedule: 20-30 hours per week, varying with seasonal needs. Primarily Wednesdays and Saturdays. Mornings may start as early as 5 am.