

## **Farmers Market Manager Job Description (Part-time, Seasonal)**

Groundwork Lawrence is looking for someone to help manage two of the three Lawrence Farmers Markets. This is a part-time, seasonal position and you must be available to work at our Wednesday and Saturday markets through the end of October.

### **Responsibilities include:**

- Set up/break down/transportation of the manager's tent (tent, table, chairs, brochure stand, banner, other signage):
  - Wednesday market is from 9-4pm, set-up at 8:30am
  - Saturday market is from 9-1pm, set-up at 8:30am
- Set out sandwich boards in key locations
- Distribute and help hand out acceptable forms of payment signs
- Processing card transactions (debit, credit, EBT/Food Stamps/SNAP)
- Tracking market foot traffic/number of potential customers
- Communicating with vendors and customers in regards to set-up, price display, etc.
  - Track vendor sales
- Be available to answer any questions about the Farmers Markets and Groundwork Lawrence
- Understand Lawrence Farmers Market guidelines and make sure that all vendors adhere to guidelines at all times
- Collect average prices of items at Farmers Market
- Collect coupons at the end of market day
- Ensure that market area is left clean and as it was found

### **Qualifications**

- Must have own vehicle to transport tent, table, sandwich boards, tent weights, brochure stand, and chair(s)
- Must be bi-lingual
- Enthusiasm for agriculture, food, and healthy communities a plus
- Lawrence residency is a plus

**Compensation: \$10.00 an hour, average of 13 hours a week anticipated**

**Start Date: As soon as possible.** We are looking to hire as soon as possible as the markets have already begun. Interviews will be done on a rolling basis until position is filled.

**To apply:** Please contact Rose Gonzalez at 978.974.0770 or email at [rgonzalez@groundworklawrence.org](mailto:rgonzalez@groundworklawrence.org)

**Hiring Policy:** Groundwork Lawrence is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any legally protected status. City of Lawrence residents are strongly encouraged to apply.

