

Alamosa Farmers' Market On-Site Manager Job Description & Contract

The On-Site Manager is to supervise the following aspects of the operation of the Alamosa Farmers' Market on the market days for which they have contracted.

1. Enforce Rules and Regulations, including authority to turn away any vendor not in compliance.
2. Delivers equipment to market site, including setup of road barricades beginning at 7 am; deliver equipment to storage at the end of the market day.
3. Set up parking lot cones on Friday night.
4. Market times are 8:30 am until 1:30 pm. On-Site manager is expected to be ready and at the Farmers' Market Booth by 7:00 am, assign vendor spots according to reserved spaces, then first-come-first-served; stay until 2:30 pm or until all vendors are gone from the lot.
5. Know and verify vendor licenses and/or certificate requirements (including scales). Be familiar with and enforce Colorado health and market regulations.
6. Assess need for volunteers; recruit, supervise, delegate duties to volunteer/s as needed.
7. Implement EBT machine to process SNAP Benefit funds; issue Snap vouchers, Market Bucks and Double Up Food Bucks as appropriate as market currency. Redeem all vouchers (as directed by Farmers' Market Director) at end of each market day.
8. Collect and record all sales, fees and taxes from vendors before they leave for the day.
9. Make sure lot is clean at the end of market day.
10. Stay on lot during market times.
11. If you are unable to work your designated weekends, contact the Market Director.
12. Meet with the director as needed (3-6 1 hour meetings) to prepare and assess the Market.
13. Travel to the state Farmers' Market Association meeting in March if possible.

Qualifications:

1. Ability to relate to the public in a courteous manner.
2. Good management skills, including enforcement of rules in a fair manner.
3. Experience with record-keeping/book-keeping desirable.
4. Reliable and have reliable transportation, including sign and equipment transport.
5. Spanish speaker desired.

Contract:

1. Payment is \$120.00 per market operation day. Invoice for payment can be submitted monthly, at the end of the market shift or end of the market season.

Signature, On-Site Manager

Date

Signature, Market Director

Date