



Southwest Edmonton Farmers' Market (SWEFM) Market Assistant Position Description

The SWEFM is not only a place to buy and sell fresh, healthy, local foods; it also provides opportunities for collaboration between residents, vendors, volunteers, and local businesses and organizations, connecting people with their community, food producers, and the land that surrounds them.

Reporting to the Chair of the SWEFM Steering Committee and to the Market Manager, the Market Assistant provides on-site support with general market operations. This is a part-time temporary position and requires the incumbent to attend all markets (21 Wednesdays in 2023) working approximately six hours per week (2:00pm to 8:00pm) from May 17 through October 4. The Farmers' Market is an evolving entity, and some responsibilities might change with time depending upon the needs of the Steering Committee, vendors and customers.

Areas of Responsibility:

- **Site Logistics** - Assist with market setup and breakdown: unload and load the market trailer (includes setting up and dismantling tents, weights, tables, chairs, signage, etc); assist with traffic control measures, placing pylons & other traffic signs at crosswalks and at market site parking areas; maintain a clean and safe site by keeping it free of debris and emptying trash cans; direct volunteers to assist with these tasks as needed.
- **Vendor and Customer Relations** – Assist vendors and customers with wayfinding; promote a helpful and friendly atmosphere by answering general questions and informing the Market Manager of potential problems.
- **General Duties** – Assist at the Information Tent and with any special events; support the Market Manager in enforcing market rules and otherwise as directed.

Position Requirements

This is a physical, public facing, outdoor job and working conditions include but are not limited to rain, heat, freezing temperatures and wind. The requirements listed below are representative of the skill sets, and abilities necessary to be successful in this position.

- Customer service experience or experience working with the public.
- An interest and willingness to learn about local food and about the products available at farmers markets.
- Ability to maintain a positive disposition in varied conditions and circumstances.
- **Physical Demands:** capacity to lift and carry 25-30 lbs; frequent standing, walking, bending, twisting, and reaching.

Submit applications, complete with a resume and cover letter, to:
swefm.manager@gmail.com

Application deadline: March 24, 2023