JOB DESCRIPTION

Position Title: Farmers Market Coordinator
Start Date: May 16, 2022
FLSA Status: Full-time, Non-exempt
Reports to: Market Manager

ORGANIZATION DESCRIPTION: Dreaming Out Loud’s mission is to create economic opportunities for the DC metro region’s marginalized community members through building a healthy, equitable food system. Dreaming Out Loud is rebuilding urban, community-based food systems through social enterprise, helping to increase access to healthy food and improve community health, develop low-income entrepreneurs and cooperatives, and train at-risk adult residents for sustainable, family-supporting wages.

POSITION SUMMARY: Dreaming Out Loud, Inc. (DOL) seeks a reliable person to assist with the successful operation of our farmers markets. DOL produces several weekly farmers markets during the growing season (May - November) and also delivers fresh produce to homes in the DMV. Our 2-5 weekly markets are typically on Saturday mornings and weekday evenings. Our markets are unique in that DOL staff is the sole vendor at most of our markets.

The Farmers Market Coordinators will be responsible for executing the Market Manager’s plan for on-site operations at each of our seasonal farmers markets. Every week, a team will set the market equipment and farm produce up, serve customers with a smile and break down the market when we’re done. Market coordinators will be trained to rotate through the essential jobs at the market including traffic control, cashier, bagging/shopping assistant, quality control, restocking and delivery driver.

Essential Job Functions:

- Set up the market including tents, tables, food and equipment in a timely manner ensuring staff are ready to start the market on time, every time. Break down the market completely, leaving the area cleaner than when we arrived.
- Provide information to visitors about the farmers market.
- Provide excellent customer service to all visitors and shoppers.
- Bag produce for customers. Serve drive-through customers at their windows.
- Transport bulk and portioned produce from back stock to the produce display, maintaining a full looking inventory at all times.
- Operate the cash register, handling all transactions accurately and in a timely manner.
- Conduct traffic through the market, ensuring the safety of all pedestrians and drivers.
- Assist with maintaining and stocking on-site restroom and sanitation supplies.
- Assist with enforcing market rules to ensure safety and equality for vendors and guests.
- Work cooperatively with the Market Manager and other organization staff.
- Receive and apply training on emergency and accident procedures. Respond appropriately to incidents.
- Perform other duties and assume responsibilities as apparent or assigned by the market.
- Support additional vendors in setting up community booths, entertainment equipment, signage, etc.
Required Skills:

- Great time management skills. Job requires early start times on weekends. Timely arrivals and consistent attendance at assigned shifts are required.
- Ability to make sound, rational decisions using judgment and problem solving skills.
- Ability to ask questions for understanding and to follow written and verbal instructions.
- Ability to establish and maintain a positive and effective working relationship with vendors, the public, market volunteers and DOL staff.
- Ability to work independently with no direct supervision and prioritize work.
- Ability to communicate effectively, both orally and in writing, with diverse clientele.
- Ability to coordinate and direct various activities involved with the farmers market.
- Ability to work in various weather conditions such as heat, humidity, wind, rain, etc.
- Ability to learn policies and procedures and to follow them consistently every week
- Great customer service and people skills. Public contact requires tact and courtesy.
- Ability to lift up to 30lbs and to push and pull dollies and carts with loads.
- Evening and weekend availability required.

Additional Skills that would be great to have:

- Driver’s license and a clean record
- Computer skills and experience with data entry are a plus.
- Team leadership experience
- Event planning experience

Compensation

$ 20/hr
35+ hours week
Position Availability: Year Round

EQUAL OPPORTUNITY STATEMENT:

DOL provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, gender identity, sexual orientation, national origin, age, disability or genetics. In addition to federal law requirements, DOL complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation and training.

WANT TO APPLY? Send your resume and cover letter with the subject line: "LAST NAME - Market Coordinator Full Time" by Friday, May 7, 2022 at 5:00pm to opportunity@dreamingoutloud.org Por mail your response to Vincent Jacques, Human Resources, at 80 M Street, SE c/o We Work, Washington, DC 20003. If your application is selected, we will contact you to set up an interview! Applicants will be interviewed on a rolling basis. Call with any questions at 202-800-2612 ext.103.