

## **THE GAYLORD FARMERS MARKET CO-OPERATIVE**

### **Market Manager- Job Description**

The market manager will be responsible for the day-to-day operation of the farmers market. The market manager will work with and under the direction of The Gaylord Farmers Market Co-operative Board of Directors, and will assist the various committees designed to enhance activities at the market.

#### **Qualification of the market manager:**

1. Good communication skills and relates well with others.
2. Good organizational skills, responsible, capable of carrying out a variety of duties and responsibilities at the same time.
3. Good leadership skills and the ability to guide and maintain the stability of the market.
4. Is willing to devote the one to two days per week to the market, (depending on the time of year), and, that while at the market his/her sole responsibility will be the market manager responsibilities.
5. Has a thorough understanding of the regulations and ordinances governing the farmers market, and the effect those rules have on the operation of the market.
6. Good decision maker, with the ability to make quick and accurate decisions and to stand by them. (Several co-op board members are vendors and can assist if needed).
7. Reliable and punctual.

#### **Responsibilities of the market manager:**

1. Acts as the administrator of the market, exercising general supervision over the market and its activities, keeping the operation of the market running smoothly and effectively.
2. Be familiar with state and local food regulations and requirements.
3. Interprets market rules and regulations, making necessary judgments and decisions if questions arise.
4. Enforces all market rules, regulations, ordinances and codes.
  - a. Monitors activities within the market

- b. Ensures all market activities and events comply with stated guidelines.
  - c. Takes disciplinary action, (per rules and regulations), when necessary
5. Mediator
- a. Settles disputes in the market.
  - b. Deals with complaints.
  - c. Works to achieve equitable and fair decisions.
6. Communication and information
- a. Keeps vendors aware of market policies, activities and promotions, serves as a liaison between vendors and board/committees.
  - b. Responds to customer concerns and issues, directing them to the board as necessary.
7. Responsible for handling market fees.
- a. Collects stall fees from vendors.
  - b. Maintains the "Market Central" booth.
  - c. Reconciling daily with board representative in regard to fees collected.
8. Assigns daily vendor stalls.
9. Serves as quality-control person at the market, ensuring all products meet market rules.
10. Ensures that all required forms dealing with the operation of the market are properly filled out and filed.
11. Maintains a clean and attractive market area at all times. Ensuring that each vendor maintains cleanliness during and after the market, enforcing penalties as needed.
12. Market Central
- a. Set up and man information booth at the market, (as other duties allow).
  - b. EBT, SNAP, PROJECT FRESH, AND DOUBLE-UP food programs are managed via this booth.
13. Attend monthly co-operative board meetings and provide board with a report.
14. Place market signs and barriers prior to beginning of market each day, then removing them at the end of each day.