



Hutchinson Downtown Association is seeking a Farmers' Market Attendant

Position Summary

The Hutchinson Downtown Association (HDA), a 501c6 non-profit, works to promote and enhance Hutchinson's historic downtown commercial district. The Hutchinson Farmers' Market is a program of the HDA, and as such, the Attendant position will support market operations and other related HDA activities. In addition to market operations, the position will also assist with marketing efforts and the administration of the EBT and Market Bucks program. The position is seasonal and runs from May 13th – October 31st, 2015.

Essential Job Functions

The Farmers' Market Attendant (FMA) will be responsible for staffing the HDA's informational booth on designated Wednesdays and Saturdays throughout the market season. Staffing commitments will include at least two Saturdays and two Wednesdays per month. The market is open every Wednesday from 2:30 PM until 5:30 PM and on Saturdays between 8:00 AM and 12:00 PM. The FMA is required to be on site at least one hour prior to the start of the market and will be required to stay approximately half an hour after market close to ensure the site is clear of debris and to take down and store equipment (including signage and tents). The position requires an outgoing personality, good communication skills, willingness to work in various types of weather, and the ability to think on one's feet.

Position Responsibilities

The FMA position will be responsible for, but not limited to, the following duties and tasks:

- Must be able to talk with customers and vendors in attendance at the market
- Enforce the Rules & Regulations of the Hutchinson Farmers' Market
- Address any sanitation issues that may arise
- Conduct periodic customer counts
- Perform EBT transactions using a portable point of sale machine
- Maintain accurate records of EBT transactions and Market Bucks program
- Setup and takedown booth/tent(s)
- Place, pickup, and store market signs
- Assist in developing additional activities and events to be held at the market
- Periodically take photographs during the market to aid in promotion and marketing efforts
- Assist with social media marketing of the Farmers' Market

Physical Requirements

- Work outdoors
- Extended periods of walking and standing
- Ability to cope with weather (the market is open rain or shine!)
- Must be able to lift 30 lbs. and be able to handle the placement of sandwich board signs
- Work in a potentially noisy environment

Must have own transportation

Must have access to a vehicle that will allow you to load and unload signs and/or other equipment. All equipment will be stored on site at the Farmers' Market, however signage is placed at strategic intersections and will need to be placed and picked up from designated spots.

Compensation

The Farmers' Market Attendant position is seasonal and does not include benefits. The position will function as an independent contractor and will have an IRS Form 1099 issued at the end of the year for tax filing purposes. Pay for this position is \$11/hour, with payment being made on a monthly basis.

Interviews will be conducted on a rolling basis and the position will remain open until filled. Please submit a cover letter, resume and two references to Jeffrey Page at: jpage@ci.hutchinson.mn.us .