

Farmers' Market and Café Coordinator (1 full time position) - Job Description

This is a fast-paced, hands-on position requiring good communication, organizational, customer service and marketing skills. This team leader position requires the successful applicant to work Wednesday to Friday 8:30am – 4:30pm and Saturday from 5:00am – 2:00pm. Student must be either entering a post-secondary institution or returning to full time studies in September. Salary is \$14.00/hr. Position starts May 4, 2015

Tasks and Responsibilities

- Oversee the weekly set-up, operation and shut-down of the Milton Farmers Market and Cafe
- Ensure the market site is clean at the end of each market day
- Work with farmers and other vendors to respond to questions and concerns
- Develop market promotions as directed by Milton Chamber of Commerce
- Provide customer service to consumers at the market
- Supervise staff and maintain equipment
- Ensure safety standards are maintained while food is prepared
- Promote Milton to visitors attending the market and make them feel welcome

Supervision and Mentoring

- Reports to the Executive Director who will provide constructive feedback based on reports from the farm vendors and Directors working alongside them at the market
- Ongoing monitoring of performance to ensure the market runs smoothly and efficiently
- Student is responsible for interaction with all levels of government officials including public health, by-law enforcement, police and fire departments because they must be able to ensure all safety aspects are followed
- Assist in the development of team dynamics both in the office and at the market
- Teach the student how to supervise including how to manage and resolve conflicts should they arise
- Mentoring is achieved through a team approach including all staff members whether full or part time employees. We ensure that every student walks away from this placement with a positive sense of self and accomplishment for a job well done.

Health and Safety Practices in the Workplace

- Tour of workspace including basement storeroom
- Review of Region of Halton guidelines for market safety and food service at a public event
- Review established policy and training for driving a private vehicle during work hours with and without the cart in tow
- Review agreement with the Town of Milton/Milton Farmers' Market to operate on Main Street
- Review materials from HRDC regarding personal safety
- Review of workplace Violence and Harassment policies