



**Position Recruitment Notification
For External Candidates**

Job Classification: Farmers' Market Assistant-Seasonal

Department/Division: Health Department
Employment Status: Seasonal (May-October)
Hourly Salary: \$15.00/hour
FLSA: Non-Exempt
Union: Non-Union
Employment Commission: N/A

Deadline for Application: Open until filled

POSITION SUMMARY:

This is a single class position under direction of the Farmers' Market Manager and Health Director. This position will provide administrative support to the Farmers' Market Manager to allow growers and producers of food to sell directly to the public within established guidelines. This position requires work in inclement weather conditions; some heavy lifting of up to 50 pounds; walking or standing for sustained periods of time. This is a seasonal part-time contract position.

INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: HR@oak-park.us ; or by fax to: 708-358-5107.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED



Reports to: Farmers' Market Manager and Health Director
Department: Health
Non-Union: Non-Exempt
Seasonal

FARMERS' MARKET ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To provide administrative support to the Farmers' Market Manager to allow growers and producers of food to sell directly to the public within established guidelines. This is a part-time contract position.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Farmers' Market Manager and the Health Director.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities:

1. Assists in maintaining the bookkeeping and petty cash system and records related to merchandise sales, the Electronic Benefit Transfer (EBT) program (Supplemental Nutrition Assistance Program) and wireless processing of sales through the merchant services device; at the direction of the Farmers' Market Manager provides periodic reports and accounting for sales, grant reporting and inventory.
2. In the absence of the Farmers' Market Manager, attends monthly Farmers' Market Commission meetings as well as assigned subcommittee meetings.
3. Assists in the review of vendor applications and issues vendor permits and processes associated fees.
4. Assigns and marks vendor spaces.
5. Arranges banners, merchandise, barricades, canopies and table set up.
6. Maintains and distributes necessary supplies and equipment.
7. Answers questions and resolves problems as they arise.
8. Opens the Market for vendors by the established time; assures that parked cars are removed; opens storage facilities; sets up of the information booth, tent and tables; sets up bag stand, chairs, bulletin board, sales stock; check all scales; issues signs and name tags to vendors.
9. Ensures that Market day activities are implemented efficiently, surveying vendors to monitor rule compliance, ensures that the grounds are clean and free of debris, manages grievances of buyers



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and sellers, ensures that the appropriate first aid equipment is available, handles lost and found items, assisting vendors as needed and manages all aspects of the information booth at the Market.

10. Ensures that the Market day is efficiently closed down, enforces closing time and secures equipment, facilities and materials.
11. Assists in the accounting and reconciliation of the inventory of Farmers' Market merchandise. Assists in the purchasing of merchandise as needed.
12. Conducts farm visits for the purpose of building repertoire with the Market vendors, and to verify the source of products sold at the Market.
13. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of open market environments.

Methods and techniques for delivering outstanding customer service.

Principles of bookkeeping or accounting.

Pertinent Federal, State and local laws, codes and regulations regarding the sale of perishable and non-perishable food items and Market-related merchandise.

Ability to:

Interpret and explain Village ordinances and regulations related to the operation of the Farmers' Market.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with vendors, the public, Village of Oak Park managers and members of the Farmers' market Commission and others contacted in the course of work.

Lift and carry materials and equipment weighing up to 50 pounds.

Work independently in the absence of supervision.

Maintain reasonable and predictable attendance



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FARMERS' MARKET ASSISTANT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities*

Maintain mental capacity which allows for effective interaction and communication with others.

Experience and Training Guidelines

Experience: Demonstrated responsible community experience including familiarity with the Village of Oak Park Farmers' Market or similar open air markets.

WORKING CONDITIONS

Work in inclement weather conditions; some heavy lifting of up to 50 pounds; walking or standing for sustained periods of time.