

EXHIBIT A JOB POSITION

Position: Market Assistant

Summary:

The Market Assistant is a part-time seasonal position, approximately twelve (12) hours per week April through December, that supports the Market Manager in the operation of the Market to ensure a successful and vibrant market. The Market Assistant facilitates the set up, break down and staffing of the Market booth on a week to week basis. Additional, as needed, the Market Assistant also welcomes and acts as the liaison to the musicians, and non-profit booth guests.

Supervision:

Primary guidance and direction is received from the Market Manager of the Poulsbo Farmers Market. Market Assistant is subject to the direct direction of the Board of Directors' President, Vice-President and Treasurer.

Responsibilities:

Market Day

- Assist in managing the operations of the Saturday market from approximately 6:00 AM to 4:00 PM during the market season.
- Set up and tear down market tables, chairs, displays and signage, traffic control barriers, .
- At end of market day, ensure that all market tables, chairs, displays and signage, traffic control barriers, and tents are removed and properly stored, and market area is free of trash and litter.
- Work with vendors to ensure efficient set-up and take-down of the market.
- Act as liaison for musicians, non-profit booth guests and special event guests.
- Supervise volunteers as directed by the Market Manager.
- Assist customers and vendors as needed, addressing complaints/issues during market operation.
- Maintain a safe market environment.
- Assist with the management and operation of EBT/Credit/Debit machine.
- Staff PFM Information Booth
- Answer inquiries regarding the market.
- Provide customers information pertaining to current market offerings, promotional events and educational activities.
- Maintain positive relationships with all vendors, stay current with vendor offerings, and maintain communication with vendors.
- Assist with the enforcement of Market Rules and Regulations by informing the Market Manager of potential violations.

- Assist with the monitoring of market vendor products to ensure that products being sold have been accepted by the PFM Board.

Other

- Attend monthly Board meetings.
- Make recommendations to Market Manager with regard to market operations, policies, and regulations.
- Conduct customer and vendor surveys.
- Perform PFM related functions as assigned by the Market Manager.
- Responsible for market merchandise, equipment and storage shed inventory
- Serve on committees as assigned by the Market Manager and approved by the PFM Board.