



Grand Rapids Farmers' Market  
62817 Great River Road  
Jacobson, MN 55752

### Market Booth Staff position

The Grand Rapids Farmers' Market operates on Wednesdays and Saturdays, May through October. The Market accepts EBT (food stamps) and credit and debit cards via a card reader machine, and has a scrip system of wooden tokens and paper coupons to enable transactions between shoppers and market vendors. The market also participates in two matching dollar programs for EBT shoppers, and the Power of Produce (PoP) club that provides a \$2 coupon to children at the market. All of these programs and the daily accounting for them are run by the market booth staff person

For the 2019 season, we are seeking a market booth staff person to work on every market day for 5+ hours per day. Market hours will be 9:00 am to 1:00 pm, and the staff person will be needed from 8:30 am to 1:30- 2:00 pm.

### Responsibilities:

- Open the market booth, make coffee
- Power up the card reader and begin the daily accounting procedures

- Provide customer service to farmers' market shoppers who want to swipe a card
- Provide matching dollar scrip to EBT customers who swipe their cards
- Sign up children for the PoP club and issue \$2 coupons
- Receive tokens and other scrip from vendors, verify counts, fill in reports, and issue receipts to vendors
- Work with the market's treasurer to verify the daily accounting for the various forms of scrip

The Grand Rapids Farmers' Market is a member-owned market with a market manager and active board members who are also vendors. The market booth staff person will have support from and work as a team with the market manager and board.

Desired skills/experience:

- Basic accounting
- Organization
- Customer service

Submit a cover letter describing your experience and interest in the position, and the names and contact information of three references, to:

[manager@grfarmersmarket.org](mailto:manager@grfarmersmarket.org)

Contact Bill Boutang with questions about the position, at the above email address, or call or text: 218-838-3647

Position remains open until filled. The 2019 market opens on May 8 and that is the preferred start date.

This position could be combined with the Hub-at-the-Market Manager position.