

## Grand Rapids Farmers' Market Market Manager Role 2021

- I. Budget
  - Work with market member volunteers to develop draft annual budget
  - Present budget at pre-season member meeting in 2022
  - Work with treasurer to adhere to budget during the year
  - Work with member volunteers on fundraising for market-based programs
  
- I. Paperwork & Data Management
  - Collect all required licenses, registrations, applications, and forms from vendors
  - Maintain files of vendor forms
  - Ensure ST-19 forms are on file for every vendor, every year
  - Regularly review reports on credit/debit cards, EBT, Market Bucks, Matching Dollars, PoP
    - Assist treasurer and market booth staff with troubleshooting accounting errors
  
- II. Regulatory Knowledge and Compliance Monitoring
  - General knowledge of regulations on Cottage Food, PoP, EBT, Market Bucks and Matching Dollars, food licenses
  - Work with Board to train vendors and correct compliance issues
  
- III. Market Layout
  - Develop a market layout estimate a day or two in advance of each market
  - Plan on some contingencies: no-shows or unexpected vendors
  - Incorporate the market shed into the layout; move all vendors to the north when there are fewer vendors.
  - Work with vendors to try to get them to provide advance notice of their market attendance
  
- IV. Day of Market Operations
  - Put up and take down signage
    - Do Not Enter (x2)
    - No Dogs Allowed (x6)
    - Pennant flagging between parking lot and vendor area
    - Banners
    - Orange cones
  - Open, monitor, and close port-a-potty

- Communicate with port-a-potty rental business as needed
- Open and monitor market booth; staff booth when other staff are on break
  - Have general knowledge of entire accounting system
  - Ability to operate card reader
  - Location of logsheets, receipt books, PoP cards
- Assist vendors with their booth operation and minor emergencies
  - Run a booth if a vendor needs a break
  - Forgotten tables
  - Forgotten extension cords
  - Insufficient canopy weights
  - Minor repairs
- Collect and record vendors' daily stall fees
- Pay attention to the weather and approaching storms
  - Decide if canopies need to come down
  - Decide if market needs to end early
- Evict dogs (and cats, rabbits, iguanas, etc.) from the market
- Monitor for cars and pedestrians in inappropriate places at inappropriate times
- Deal with injuries, illnesses, or conflicts
  - Document incidents on a market incident report
- Visit with vendors and customers and be welcoming

Compensation:

- \$50 per market day for day-of-market operations
- \$1,000 per year for work outside of market days
- Total approx. \$3,500 per year
- W-2 wage position with workers' comp and unemployment insurance provided