

# City of Fenton Job Description

**Job Title**                    **Recreation Associate IV - Farmers Market Manager**  
**Department:**                **Public Works**  
**Reports to:**                 **Recreation Supervisor – Sports/Rentals**  
**Description Date:**         **June 2022**  
**Revision Date:**  
**Pay Grade:**                 **Level 4 (\$18.80/\$22.56/\$26.33)**  
**Status:**                      **Flex Employee/Non-Exempt**

## **Summary**

The Market Manager is responsible for the day-to-day operation of the Farmer's Market and to perform tasks associated with operation of market business including but not limited to accounting, marketing, and vendor, nonprofit, and entertainment acquisition and retention, coordinate and supervise setup and breakdown of the market.

**Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Assists with Market day operations: set up and take down, customer and vendor relations.
- Ensures vendor compliance to all market guidelines and regulations, enforce required permits, licenses, or standards of produce and goods.
- Process applications and vendor stall assignments and fee collection.
- Answers basic market questions from customers and vendors.
- Process and handle disciplinary disputes or actions in accordance with organizational rules and guidelines and applicable laws.
- Ensures compliance of city and state regulations, policies and guidelines.
- Handles emergencies, complaints, and customer requests.
- Ensures that utilities are in working order.
- Performs light custodial duties, sweeping, picking-up trash, etc.
- Ensuring vendor requirements are met and customer issues are addressed in a timely fashion.
- Responsible for promotion and marketing of Farmers Markets through preparation of social media and other communication platforms
- Ability to work evenings and weekends.
- Other duties as assigned.

## **Supervisory Duties**

No supervisory responsibilities assigned.

## **Education and Experience Required**

High School Diploma or equivalent. One year working in a customer service environment preferred. Must have reliable transportation to and from work.

## **Knowledge, Skills, and Abilities**

Knowledge of:

## Farmers Market Manager

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- Customer service philosophies and practices;
- Basic mathematical and accounting skills; and
- Leadership skills.
- Self-motivated
- Organizational skills
- Good oral and written communication skills
- Problem solving skills
- Interpersonal and customer service skills

Ability to:

- Access situation and make recommendations;
- Diplomacy and judgement;
- Organize and prioritize multiple tasks;
- Read and comprehend federal, state, and local policies and regulations;
- Carry out assignments through oral and written instructions;
- Work independently;
- Learn and understand the operational rules and guidelines for the Farmer's Market; and
- Resolve conflicts.

### Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, and humidity.

### Physical Requirements

Regularly required to stand, walk, reach with hands/arms, climb or balance, and stoop, kneel, crouch or crawl. Requires clarity of vision and three-dimensional vision. Regularly required to lift and carry up to 25 pounds; occasionally required to lift and/or move up to 50 pounds.

**This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.**

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

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Employee Signature

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Date