

# Rockland Farmers' Market Info Booth Manager Job Description: 2023

## Schedule:

- 6.5- 7.5 hours / week
- 8:45 am - 1:15 pm every Thursday, May 5- October 27 (market hours 9-1)
- 1-2 hours Thursday afternoon in front of a computer for data entry

**Compensation:** \$16.00 per hour, a monthly appreciation basket of farmers' market goods

## Overview

The Info Booth Manager will be responsible for operating the Maine Harvest Bucks incentive program which helps shoppers using EBT/SNAP food supplement benefits at farmers' markets stretch their dollars and access more fresh local food. (Learn more about the program at [maineharvestbucks.org](http://maineharvestbucks.org).) The Info Booth Manager will be responsible for both staffing the info booth during market hours and timely post-market data entry.

This position is managed by members of the Rockland Farmers' Market's Food Access Committee with support by the Maine Federation of Farmers' Markets (MFFM), a non-profit organization that supports farmers' market programs, such as Maine Harvest Bucks, throughout the state. (To learn more about the Federation visit [mainefarmersmarkets.org](http://mainefarmersmarkets.org).) Specific responsibilities and skills needed are detailed below.

**Training:** Members of the Rockland Farmers' Market's Food Access Committee will provide training, clear to follow Standard Operating Procedures (SOPs), and support as needed throughout the season. Contacts: Jenn Legnini 207-522-6276 [turtlerockmaine@gmail.com](mailto:turtlerockmaine@gmail.com)  
Noami Brautigam 207-450-9510 [secondfrostfarm@gmail.com](mailto:secondfrostfarm@gmail.com)

## Responsibilities:

- Customer-service to people shopping at the market
- Maintaining a presence at the info booth for the duration of the market during all types of weather
- Actively participate in check-in's with vendors who review the program and your position
- Info-booth setup and breakdown
- Communication with vendors and partners about any market issues that may arise
- Organized and timely book-keeping for EBT/SNAP and Maine Harvest Bucks program

**Weekly tasks:** Operate market information booth at the Rockland Farmers Market on Thursdays from 8:45 am - 1:15 pm (May - October, with potential to add on November-December)

- Arrive by 8:45 am to prepare for market start time
- Assist market members with info booth set-up and create an attractive display with signage provided;
- Act as friendly and informative market point person to all customers (Stay informed of market updates and in tune with market happenings by checking in with all vendors at the start of each market date to see what is available and learn of any updates.);
- Manage and record transactions (EBT, debit/credit, Maine Harvest Bucks) on record templates provided;
- Display and sell Rockland Farmers' Market merch

- Keep inventory of info booth materials and communicate with market point person if anything is running low;
- Collect Maine Harvest Bucks from vendors at the close of market;
- Consolidate daily records;
- Pack up market info booth and ensure that all materials/equipment is with designated person to store and transport for following week; and
- Timely data entry by Thursday at 4pm
- Timely communication with Rockland Farmers' Market's Food Access Committee point person if troubleshooting is required
- Charge card reader for the next market

### **Qualifications**

- Access to reliable transportation
- Ability to staff the info booth in all weather (under an EZ up tent)
- Ability to communicate effectively via phone and email on a regular basis
- Detail-oriented
- Customer-service experience
- Proficient in basic math
- Friendly and communicative
- Adequate computer access and skills to use/learn to use Excel and other computer-based record-keeping tools
- Ability to lift 25 pounds
- Knowledge of/interest in local foods a plus!

**To apply please send a resume and brief letter of interest to:  
secondfrostfarm@gmail.com**

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