



# PORT COQUITLAM FARMERS MARKET

## Market Manager Position

Reporting directly to the Haney Farmers Market Society's Administrator, the Port Coquitlam Farmers Market Manager is responsible for the management of each weekly Thursday market from June to October including any special markets. The ideal candidate has great organizational skills, volunteer and customer management skills, and a passion for local farming and business. A summary of market manager duties consists is as follows:

### **Oversee and implement all Market Activities including**

- Supervise setting up and taking down of information tent, music tent, cafe tables/chairs, other tents as required
- Maintain good relations with all market vendors and volunteers
- Enforce market rules, food safety guidelines and other pertinent regulations
- Handle emergencies, complaints and customer requests
- Create a positive, welcoming market day environment

### **Market Organization and Development /Vendor relations and business development**

- Port Coquitlam Farmers Market has a small trailer which holds the infrastructure of the market and must be brought weekly to the market.
- Communicate with PCFM Volunteers, Assistants/HFMS Administrator weekly or daily as needed
- Hire and train Market Assistants for set up/take down and signage distribution
- Prepare weekly vendor list and site plan, gathering bookings from the master spreadsheet
- Publish weekly vendor list along with a current ad via What's@theMarket to be sent to subscribers
- Send a weekly Market day report with tracking of sales to HFMS Administrator for circulation to Board and PCFM Advisory Committee.
- When possible, recruit and encourage other vendors to come to all Markets

### **Volunteer supply and management**

- Recruit, connect with the public and local high schools to encourage volunteers
- Supervise volunteers and provide volunteer training on site

### **Financial Management**

- Manage a small petty cash
- Collect and record weekly attendance, stall fees, reimbursed coupons
- Record and pay Market Assistants, entertainers

### **Public and media relations**

- Update and promote the market through free advertising venues when possible
- Send possible Market news to news sources for inclusion in community news columns
- Supply City Hall/Vancity/Tourism/Festivals/Library/Recreation Centres with events lists, brochures /calendars
- Prepare and staff display booths for various promotional events in Port Coquitlam
- Develop and maintain a pictorial record of the market, including social media where suitable

Other duties when requested by the HFMS Administrator.

Backup will be provided by the HFM Market Manager in case of illness.

Follow the HFMS mandate and vision statements

Be completely familiar with HFMS Regulations, Policies, Procedures, Health requirements, vendor categories, etc.

This is a position that requires FoodSafe/MarketSafe and Level One First Aid.

A criminal check is required.

Date of work period is May 1 through to October 22 (18hrs/wk/25 weeks).The Haney Farmers Market Society provides WCB coverage with WorkSafeBC.

**Please email your resume/cover letter to [Cadek@hotmail.ca](mailto:Cadek@hotmail.ca).**

