



## Houlton Community Market Info Booth Manager

### Schedule:

- 5-6 hours / week
- 8:30 am – 12:30 pm every Saturday while market is open (May 28 – Oct 8)

**Compensation:** \$15.00 per hour

### Overview

The Info Booth Manager position is managed by Houlton Community Market in partnership with Maine Federation of Farmers' Markets (MFFM), a non-profit organization that supports farmers' market programs. (To learn more about MFFM visit [mainefarmersmarkets.org](http://mainefarmersmarkets.org).) Specific responsibilities and skills needed are detailed below.

**Training:** Pre-season and training at the first market day, along with support as needed throughout the season.

### Responsibilities:

- Customer-service to people shopping at the market.
- Vendor education/review of SNAP and MHB programs, with regular check-ins
- Communication with vendors and partners about market issues
- Organized weekly entry of SNAP and Maine Harvest Bucks program sales and redemption
- Support market organizers in market promotion activities on-site

### Weekly tasks:

- Arrive by 8:00 am to set up and prepare for market start time at 8:30 am
- Act as friendly and informative market point person to all customers
- Manage and record transactions (EBT, debit/credit, Maine Harvest Bucks)
- Keep inventory of info booth materials and communicate with market point person for needed supplies, such as weekly shopping sheets
- Consolidate daily records for input into online program (template provided)
- Pack up market info booth and ensure that all materials/equipment is ready to store and transport for following week

### Qualifications

- Access to reliable transportation
- Ability to communicate effectively via phone and email on a regular basis
- Detail-oriented and proficient in basic math
- Customer-service experience; friendly and communicative
- Adequate computer access and skills to use/learn to use Excel and other computer-based record-keeping tools
- Knowledge of and interest in local foods a plus!

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