

Applicants:

The Alachua County Farmer's Market is hiring for the position of Assistant Market Manager until the end of market hours on October 4th. To apply for the job, you must fill out the following item:

- Job Application (5 pages)

This must be turned in at the Alachua County Farmers' Market in person on Saturday from 9:00 AM to 1:00 PM. Applications will be accepted until the end of market hours on October 4th. If considered for the position, we will call you to schedule an interview.

This packet contains the following:

- Cover letter (this document)
- Assistant Market Manager Job Description (1 page)
- Job Application (5 pages)

The beginning salary will range from \$8.75 to \$9.50 depending on the education and experience of the applicant. The amount of hours expected to work will be based on the season with guidance listed below:

From March to July: Approximately 7 hours per week, not to exceed 30 hours per month

From August to February: Approximately 5 hours per week, not to exceed 20 hours per month

If you have any questions considering this job packet, please contact the Chief Operations Officer at cell: 352-317-0704 or email: jared.sweat@gmail.com .

Thank you,

Jared Sweat

Acting Chief Operations Officer/Chair of Board of Directors

Alachua County Farmers Market

Duties & Responsibilities of the Assistant Market Manager

- Provide customer service to vendors and shoppers
- Assist in maintaining office bookkeeping (organization and filing of market paperwork)
- Help maintain social media accounts, and market website
- Organize, promote, and setup special events (festivals/demos) at market
- Maintain information displayed in bulletin boards
- Answer phone calls/emails as needed
- Help create promotional media (i.e. flyers)
- Ability to fulfill responsibilities of Market Manager on day-to-day operations as needed *

*Market manager duties include coordination of vendor space assignment, setup and clean-up responsibilities (this includes placing road signs, managing carts and wagons for customers, and cleaning restrooms), and the collection of vendor fees.

Knowledge, Skills & Abilities for the Assistant Market Manager

- High School diploma or equivalent
- Must have a vehicle and valid driver's license
- Effective communication (oral and written) skills
- Highly personable (people skills)
- Comfortable with public speaking (for Radio, TV, or Newspaper articles)
- Good time management & organizational skills
- Agricultural knowledge/background strongly preferred
- Must be proficient in use of Microsoft Office products
- Preferred knowledge of bookkeeping software (i.e. Quikbooks)
- Must be able to lift 40 lb.
- Social media, photography, graphic/web design skills strongly preferred
- Working knowledge of the Rules and Regulations of the Alachua County Farmers' Market

Alachua County Farmers' Market Application for Employment

ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.

Position Sought: _____

How did you learn about the position? _____

Name _____

Date _____

Address _____

City _____

State _____ Zip _____

Home Phone _____ Office Phone _____

Cell Phone _____

Email Address: _____

Social Security Number: _____

On what date would you be available for work? _____

Desired Wage/Salary \$ _____

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction? [☐] Yes [☐] No

Have you ever been convicted of a felony? [☐] Yes [☐] No

If yes, please describe circumstances:

Have you ever been involuntarily terminated or asked to resign from any position of employment? [☐] Yes [☐] No

If yes, please describe circumstances:

If selected for employment, are you willing to submit to a pre-employment drug screening test? [☐] Yes [☐] No

EDUCATION				
School Name	Location	Years Attended	Degree Received	Major

Other training, certifications, or licenses held:

List other information pertinent to the employment you are seeking:

EMPLOYMENT

(Most Recent First.)

1. Employer _____

Job Title _____

Dates Employed _____

Prior Position Held within Company (if any): _____

Address _____

City _____ State _____ Zip _____

Phone _____ Job Title _____

Supervisor _____

Starting Salary _____

Ending Salary _____

Duties Performed _____

Reason for Leaving _____

2. Employer _____

Job Title _____

Dates Employed _____

Prior Position Held within Company (if any): _____

Address _____

City _____ State _____ Zip _____

Phone _____

Job Title _____

Supervisor _____

Starting Salary _____

Ending Salary _____

Duties Performed _____

Reason for Leaving _____

3. Employer _____ Job
Title _____

Dates Employed _____ Prior Position Held within Company (if any):

Address _____ City _____
State _____ Zip _____

Phone _____ Job Title _____

Supervisor _____

Starting Salary _____ Ending
Salary _____

Duties Performed _____

Reason for Leaving _____

4. Employer _____

Job Title _____

Dates Employed _____

Prior Position Held within Company (if any): _____

Address _____

City _____ State _____ Zip _____

Phone _____

Job Title _____

Supervisor _____

Starting Salary _____

Ending Salary _____

Duties Performed _____

Reason for Leaving _____

List of References:

1) Name: _____
Title: _____
Phone: _____
Email: _____
Relationship to applicant: _____

2) Name: _____
Title: _____
Phone: _____
Email: _____
Relationship to applicant: _____

3) Name: _____
Title: _____
Phone: _____
Email: _____
Relationship to applicant: _____

4) Name: _____
Title: _____
Phone: _____
Email: _____
Relationship to applicant: _____

ACKNOWLEDGEMENT AND AUTHORIZATION

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application of employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

THIS APPLICATION MUST BE TURNED IN ON SATURDAY BETWEEN THE HOURS OF 9:00 AM to 1:00 PM TO THE CHIEF OPERATIONS OFFICER OR MARKET MANAGER! APPLICATION WILL OTHERWISE NOT BE ACCEPTED!