



Job Description

HEP Urban Empowerment Garden

Title: Mobile Market Assistant (PT 20 hours/week)

Reports to: Director of Programs

Department: Wellness Program

FLSA Status: Non-Exempt

Hours: Based on market schedule

General Summary:

The Urban Empowerment Garden Mobile Market Assistant will be responsible for assisting in the preparation, planning and attendance at Mobile Market events.

Duties and Responsibilities:

The Urban Empowerment Garden Mobile Market Coordinator performs a wide range of duties including some or all the following:

- Supporting the garden program and its activities in accordance with the mission and goals of the organization and program.
- Follow set policies, procedures and approved budget as established by the Director of Programs.
- Understanding the crop plans, harvest schedules for the Mobile Market and attending markets in collaboration with the Market Coordinator, Garden Coordinator and Garden Assistant.
- Maintaining standard operating procedures to ensure best management for food safety (according to SafeServ Manager standards)
- Assisting customer base in applying for SNAP or FAB programs and collecting email/questionnaire data at market events.
- Maintaining Mobile Market trailer and its contents in collaboration with the garden team.
- Responsible for promoting and encouraging excellent customer and donor relationships.
- Ability to safely drive company vehicle while pulling a trailer.
- Communicate with participants and other stakeholders to gain community support for the program and to solicit input to improve and grow the program.
- Participate in off-site markets, training, conferences, and community programs.
- Complete any necessary duties as indicated by the Director of Programs

Knowledge, Skills and Abilities:

- AA/AS degree preferred or equivalent related work experience.
- Retail or produce market experience preferred.
- Excellent written and verbal communication skills.
- Great interpersonal and relationship building skills.
- Understanding of production farming and market standards.
- One year of customer service experience
- Heavy lifting is required.

Working Conditions:

- Ability to lift over 50 lbs.
- Up to 100% of the shift requires sitting, standing, bending, reaching, lifting and long periods of time on feet
- The physical environment requires the employee to work outside in heat, wet/humid, and dry/arid conditions

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job and be a reasonable representation of its activities.

HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.

Employee Signature

Date