



Market Assistant

Background Information

The Mission of the City Green Farms and Markets Program is to increase access to fresh, locally grown produce in urban communities of Northern New Jersey and to foster an understanding of food systems, the benefits of locally grown organic produce and the importance of healthy food choices. Each week throughout the market season (June- November), City Green operates traditional farm stands in Clifton and Paterson, as well as a mobile farm stand called the Veggie Mobile and a Community Supported Agriculture (CSA) weekly vegetable subscription program. The Veggie Mobile works to bring fresh fruits and vegetables to neighborhoods that need it the most. With a growing number of markets, we are looking for an enthusiastic, hard-working, and customer service oriented Market Assistant to join our team.

Position Summary

It is the Market Assistant's responsibility to assist the Market Coordinator, Mobile Farm Stand Driver and Operator, and other Market staff in setting up the farm stands, Veggie Mobile markets, and CSA pick-up events, complete customer transactions while providing excellent customer service and information about the fruits and vegetables for sale, and break down the farm stand at the end of each market. Additionally, the Market Assistant will record transactional data, close out the register after each market, account for market inventory, engage customers at the market through educational activities, taste-tests, and surveys, and more. This is a seasonal part-time position, May – November, at 15-25 hours per week.

Responsibilities include but are not limited to:

- Loading and unloading crates of fresh fruits and vegetables for transport to and from market locations
- Setting up and breaking down farm stands, tents, tables, produce, and displays according to City Green standards
- Ensuring that produce and other food products are stored, displayed, and handled properly
- Completing cash and federal benefit transactions (SNAP, WIC, FMNP) at all Veggie Mobile market sites
- Implementing the "Good Food Bucks" incentive program at all Veggie Mobile market sites for federal benefit customers
- Collecting and recording transactional and inventory data for each market site
- Providing friendly and respectful customer service to all Veggie Mobile shoppers
- Performing other duties as assigned

Other Responsibilities:

- Follow organizational policies and standards for safety and liability
- Participate in “All Hands On Deck” activities, where all City Green staff cooperate on a large project, event, educational program or volunteer day
- Adhere to City Green’s principles
- Adhering to City Green’s policies and practices around diversity, equity and inclusion

Qualifications

- Must have excellent customer service skills and be comfortable working with diverse customers
- Comfortable completing and recording monetary and federal benefit transactions in fast-paced settings
- Ability to speak strongly Spanish preferred
- Friendly and positive attitude required
- Comfortable working outside in all weather conditions and capable of lifting 40-50 lbs
- Must be available on select nights and weekends as needed
- Familiarity with food access, locally grown produce, organic agriculture, and food systems
- Familiarity with federal nutrition benefits (SNAP, WIC, FMNP) a plus