

**Heart and Hand House, Inc.**  
**Job Description: Market Associate**

1. This is a part-time position. Total hours worked per week will be approximately 20.
2. Market Associate is under the direct supervision of the Market Place Manager.
3. Market Associate will have an understanding of market operating system and general market procedures, including:
  - a. Cash register operation and reporting software;
  - b. Daily bookkeeping and making deposits;
  - c. Grower contract/number assignment and sales tracking;
  - d. Produce check-in, date monitoring;
  - e. EBT procedures;
  - f. FMNP, WIC guidelines (include stamping of coupons); and
  - g. WVDA, DHHR, health department, food safety, and other relevant guidelines.
4. Market Associate will assist in the daily operations of The Market Place and perform tasks including, but not limited to:
  - a. Delivering top-notch service to customers and vendors and encouraging volunteers to do the same;
  - b. Complying with all regulations and certifications, including food safety guidelines and the Farmer's Market Vendor Guide policies and direction;
  - c. Displaying produce, flowers, shrubbery, and other products appropriately, including proper refrigeration/storage, effective use of signage;
  - d. Making sure facilities are kept clean and neat and that facilities are secured upon closing; and
  - e. Other necessary duties, as assigned by the Market Place Manager, which may include, but is not limited to sorting and packaging produce for wholesale purchases, delivering produce offsite, and preparing and processing produce for preservation or use in value-added products.
5. Market Associate may attend meetings, conferences, and training opportunities relevant to market activities.
6. Must have a valid driver's license with a clear driving record, be able to climb stairs, and be able to lift at least 50 lbs.