

Taos Farmers' Market, Inc.
Assistant Retail Manager
(Job Description)

Requirements

Applicant must be able to lift at least 25lbs. Warm, welcoming presence. Able to handle a high volume of customers at once. Must be able to multi-task and answer questions. Must have experience in retail setting.

Term

3 months (Every Saturday - 8:00 am-1:00 pm: July 7, 2018 - September 29, 2018) Must be able and willing to work all 3 months.

Paid \$48 in cash weekly, 5 hours each Saturday

Summary of Tasks

Assistant Retail Manager is responsible for the following:

- Coordination with Site Manager & Retail Manager
- Communicating issues with Site Manager & Retail Manager when needed
- Helping market attendees with any purchases they may want to make of TFM merchandise
- Keeping track of daily sales on Square POS system
- Helping market attendees with EBT/SNAP benefits to transfer their electronic funds into wooden and silver tokens to shop with at market
- Helping Retail Manager stamp WIC checks & accept tokens from vendors
- Keeping the TFM merchandise displayed in an attractive way through each market day
- Answering questions from market attendees when asked
- Helping vendors with set-up and break-down of their booths if needed
- Helping vendors run their booth if needed
- Running errands when needed
- Keeping inventory of merchandise: T-shirts, aprons, caps, baskets, etc. and alerting Retail Manager when supplies need to be reordered