

# **Taos Farmers' Market**

## **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-1:30 pm: June 27, 2020 - September 26, 2020) Must be able and willing to work all 3 months.

Paid \$10/hour, 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
- Keeping the TFM merchandise displayed in an attractive way through each market day
- Answering general 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 strict inventory of merchandise: T-shirts, aprons, caps, baskets, etc. and alerting Business Manager when supplies need to be reordered
- Helping Retail Manager stamp WIC checks & accept tokens from vendors

**If the Assistant Retail Manager is unable to fulfill his/her duties for a particular Saturday during the Season, they are responsible for finding their own replacement so that the duties of this job are covered.**