

## **Mobile Market Coordinator**

**Northern Poconos Mobile Farm Market** from The Cooperage Project

*Office location: Honesdale, PA*

### **About The Cooperage Project**

For over 10 years, The Cooperage Project has served as a community hub centered around building a vibrant, engaged, and interwoven community. The mission of The Cooperage Project is to offer a range of instructive and entertaining activities that will engage, challenge, and enlighten. Through a variety of programs, we will inspire people of all ages to both embrace diversity and celebrate shared experience in order to create a deeper sense of community.

### **Northern Poconos Mobile Farm Market: Mission and Vision**

The mission of the Northern Poconos Mobile Farm Market is to offer an accessible, affordable, and more equitable method for consumers to purchase fresh, local products. The vision is to connect residents with their local food system by bringing seasonal produce and local products right to their doorsteps – reducing barriers to access and providing greater purchasing power. While the mobile market will reach underserved consumers, it will also benefit small businesses and producers by reducing product loss and increasing market opportunities.

### **Full Job Description**

The Cooperage Project is accepting applications for a Mobile Market Coordinator to run the day to day operations of the Northern Poconos Mobile Farm Market. This is a part-time hourly position with approximately 30 hours per week, Monday through Friday with some early mornings and evenings.

**This is a temporary seasonal position, starting July 8 and ending early December 2024.**

Under the direction of The Cooperage Project's Food + Market Manager and the Executive Director, the Mobile Market Coordinator will be responsible for independently driving the market van to the scheduled sites; setting up tables and displaying produce; interacting with customers to promote and sell fresh local products; and explain SNAP and FMNP benefits. In addition, the Coordinator is responsible for coordinating pick-up or delivery from our partner farms and producers, tracking inventory, and carrying out the day to day operations of the Market including retail sales and customer engagement, as well as daily cash handling.

The Mobile Market Program aims to serve residents of Wayne County and the northern Poconos through collaboration with partnering organizations, farmers, producers, and a network of sites. This position will require a professional attitude with a focus on maintaining the established working relationships with the many groups involved. The Mobile Market Coordinator will work with the Food + Market Manager to ensure all aspects of the project are being upheld to the terms of grant agreements.

### **Job Requirements:**

- requires work in varied environments including outside in all weather conditions, inside a warehouse or kitchen (walk-in coolers and freezers), and an office environment.
- requires the ability to lift equipment and products (up to 50lbs) in and out of a vehicle
- requires a valid Pennsylvania driver's license with a safe driving record and the ability to drive a large cargo van
- requires reliable transportation to and from work/office
- requires some early morning (no earlier than 6am) or late evening work (no later than 8pm)
- requires the ability to be mobile throughout entire shifts – including some bending, squatting, kneeling, standing, and crouching
- requires ability to troubleshoot (technology, POS system, etc) and adapt on the fly

## **Primary Responsibilities:**

- work directly with our staff, farmers, and vendors to receive, process, and prepare inventory (trim, wash, and bundle produce to prepare for sale)
- cultivate relationships with customers, farmers, vendors, and community partners
- maintain a professional and presentable appearance that represents The Cooperage Project, as well as the farmers and food businesses with whom we partner and collaborate
- drive Mobile Market van to scheduled sites: 4-6 markets per week
- set up and operate each market:
  - assure produce is top quality, attractively displayed, and replenished, rotated, and culled as needed
  - fill displays using accepted rotation practices to ensure freshness and abundance
  - ensure proper shelf tags and sale signs are on tables and displays
  - ensure the POS system is prepared and operational
  - assist customers with questions and offer suggestions in a friendly, courteous manner
  - accurately administer cash, credit, SNAP EBT, NEAR Cash, etc. sales transactions for customers using the Square POS application and complete end-of-day financial report
- communicate with the Food + Market Manager before, during, and after each market day.

## **Desired Qualifications:**

- experience in retail (produce department, farmers market, or similar environment a plus)
- exceptional interpersonal, retail, and customer service skills
- experience using, or ability to learn the following quickly: an iPad, the Square POS app, basic accounting, and data tracking in Google Sheets and Excel
- personally and professionally interested and excited about community health, local food systems, and local agriculture
- familiar with a large variety of fruits and vegetables as well as cooking and preparing options
- comfortable communicating through email and text, as well as verbally
- ability to multitask, work independently, and thrive in fast-paced, physically demanding work environments; able to maintain a high-energy and a friendly attitude
- ability to enthusiastically engage with shoppers and stakeholders of all ages, race, gender identities, sexual orientations, cultures, socio-economic backgrounds, political affiliations, documentation status, and abilities
- demonstrate a can-do attitude and problem-solving skills; able to respond to challenges quickly, efficiently, and appropriately; ability to work with a team!
- food safety certification; or willingness to obtain the certification

## **Compensation and Conditions of Employment:**

- This position is part-time, approximately 30 hours per week
- This position is temporary and seasonal. The position will end in early December 2024.
- Hourly pay range: \$18-20 / hour, commensurate with experience
- Applicant must have valid PA drivers license, clean driving record, be able to pass a background check and drug test, and obtain necessary clearances
- Reliable transportation to and from work/office is required.

## **TO APPLY**

Please submit a resume and three references to [arrah@thecooperageproject.org](mailto:arrah@thecooperageproject.org) with "Mobile Market Coordinator" and your name as the subject line.

**Deadline to Apply: June 21, 2024**

**Start Date: July 8, 2024**