



Poynter Farmers' Market Manager Job Description

About Poynter Farmers' Market

Poynter Farmers Market Duncraig is a fortnightly Market situated at Poynter Primary School Duncraig and run by the Poynter Primary School P&C. All proceeds from our Market, go back to the school for educational aids for the students.

Our produce is locally sourced and shopping with us means that you are supporting the farmer or the artisan that has been grown or produced here in WA.

We have a variety of stalls featuring some of the best fruit and veg from local farms as well as organic farmers and grass-fed grass finished meat. We also feature local artisans producing everything from olive oil, freshly baked bread, jams and preserves. The Farmers Market Manager must actively seek local food producers to sell their products at the market.

Job summary

The Market Manager is responsible for the operation of the Poynter Farmers Market, working with market vendors, customers and other stakeholders and provides all administrative functions to ensure a successful market. The Market Manager also oversees the parking attendants and volunteers who are responsible for activity that takes place at the market. The Manager works under the direction of the Poynter Primary P&C. The P&C run a community stall each fortnight that sells bacon and egg rolls and small baked goods. The position is offered on a casual basis with an anticipation of 10-20 hours per fortnight, depending on operational and administration requirements. However, it is a requirement that the Market Manager be at each fortnightly market held on Saturday's during the hours of 7:30am – 1:00pm.

Job responsibilities

- Market Committee Relations
- Work closely with the Poynter Primary P&C to communicate ideas, provide feedback, and identify potential problems as well as offer creative solutions to further the committee goals to promote the production and consumption of local foods.
- Work with the Poynter Primary P&C to develop and implement an annual action plan whilst coordinating the annual market budget.

- Participate in Poynter Primary P&C Meetings by preparing and presenting a Market Manager's report.

Market Operations

a. Pre-Market

- Actively Recruit vendors for the markets.
- Design market set-up to accommodate the maximum number of vendors with adequate spacing.
- Conduct inventory and assessment of market equipment and supplies (chairs, tables, signs etc...). With approval of the P&C purchase needed supplies and equipment for the market.

b. Market Day

- Actively manage fortnightly market operations from set up at 7:30am to final clean up (usually done by 1:00pm).
- Be present and visible at the markets to answer questions, assist vendors as needed, maintain public order and identify any potential hazards or problems to ensure a clean and safe environment.
- Be aware of the rules that the City of Joondalup Health and Environmental Department has in place and make sure all vendors and other users are abiding by the rules.
- Interpret and apply the Market Charter rules for vendors and others in a consistent and fair manner.
- Settle conflicts in a diplomatic manner.
- Place market signs and barricades where appropriate.
- Locate first aid kit and make sure it is available. Same with fire extinguishers.
- Make sure emergency exits are not blocked.
- Make sure restrooms are properly cleaned and stocked.
- Direct and supervise parking attendants and volunteer activities.
- Cash handling and recording

c. Vendor Relations

- Work with the Poynter Primary P&C to refine market rules, policy, and application process to meet the goals of the Market Charter.
- Actively recruit and support vendors, handle all vendor communications.
- Ensure all vendors complete an application form and pay required fees.
- Ensure all vendors are given a copy of the market rules.

d. General On-going

- Work with City of Joondalup Health and Environmental Department representative (Philip Anderson) to ensure vendor compliance with health department requirements regarding food safety.
- Manage activities and volunteers for each market – volunteers, music, educational events, and community partners.
- Actively manage social media platforms
- Perform all administrative functions including vendor billing and receipts, maintenance of volunteer records, mailing list.
- Work with the Poynter Primary P&C to ensure a professionally run market.
- Maintain positive relationships with all vendors, stay current with vendor offerings, create and manage a vendor application process.
- Actively promote the market to increase awareness and customers utilising the market.
- Present new ideas, best practices from other markets, list serves, etc to the Market Committee and Poynter Primary P&C.
- Suggestions for improving the markets are needed and welcome.

- Actively support the strategic planning process of the Poynter Primary P&C.

Position requirements

- Able to work with minimal direction
- Excellent interpersonal skills, including tact, and negotiation ability
- Clear and organised work habits, positive attitude, flexible
- Supervisory skills
- Excellent oral and written communication skills
- Creative problem solver
- Commitment to local food and community spirit

Application for Position

If you would like to apply for the role of Poynter Farmers' Market Manager please submit a short cover letter and your resume to poynterpandcpresident@yahoo.com.au.

Applications close at 5:00pm on Wednesday 20th May 2020.

Further information

Further information about the Poynter Farmers Market position contact Amy Cameron, Poynter Primary P&C President via e-mail: poynterpandcpresident@yahoo.com.au or by phone: 0447 524 622