



# CLAREMONT FORUM

*Promoting Wellness,  
Education & the Arts*

## SPONSORING

The Prison Library Project

Claremont Farmers &  
Artisans Market

Claremont Bookshop &  
Community Gallery

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claremontforum.org

# FARMERS MARKET ASSISTANT MANAGER

## The Claremont Forum Farmers & Artisans Market

### ABOUT US

The Claremont Farmers & Artisans Market was officially founded in 1999 to connect California farmers and artisans to the local community. We now host growers, specialty food vendors and artisan members sharing their goods and services throughout the year.

Our farmers are working diligently to bring the freshest and most nutritious produce our rich local agricultural land has to offer for you and your families. The Claremont Forum sponsors this weekly event, and we are committed to helping promote local family farmers and to bring quality produce to our community. Proceeds from each market also help to support our service projects, such as the Prison Library Project.

### SUMMARY OF RESPONSIBILITIES

The Farmers Market Assistant Manager will serve as the liaison between the Farmers Market Manager and vendors and should have excellent communication and interpersonal skills. Assistant Manager works under the direction of the Market Manager, Operations Manager, and/or Program Manager onsite to set-up, assist in managing, and in breaking down our weekly farmers' market. The Assistant Manager's job involves 10-16 hours at market and/or off sight time each week, as needed.

### Under authority of the Claremont Forum Board of Directors and at the Direction of the Market Manager the Essential Duties are:

- Perform and support Farmers' Market manager in duties related to operating and running the Farmers' Market in compliance with all applicable local, State, and Federal regulations.
- Assist in management of the Farmers' Market including market set-up and breakdown, vendor parking-in, signage, load list distribution and collection, info booth set-up and staffing, volunteer coordination (if applicable), EBT token distribution, and other market activities.
- Provide excellent customer service through customer interactions including token distribution and answering questions.
- Perform post-market duties that may include deposit preparation and financial tracking.
- Assist in performing administrative duties which may include quarterly data and fee reports, and overseeing the completion of permits, license and certificate applications
- Observe safe operating practices and comply with organizational safety policies.
- Maintain familiarity with, follow, and ensure staff compliance with all Claremont Forum policies and procedures in the performance of daily duties.
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Under the Authority of the Claremont Forum Board of Directors and at the Direction of the Market Manager, Essential Duties are:**

- The proven ability to work independently and exercise good judgment in a variety of environments and situations.
- Proven ability to assist in the management of on-site operations for the Farmers' Market.
- Competency with computer programs and ability and willingness to learn new applications as needed.
- Proven ability and enthusiasm for developing and maintaining relationships with participants including farmers, vendors, customers, regulating agents and other members of the public.
- The ability and willingness to monitor and enforce policies with vendors and the public.
- Flexibility and creativity, ability to "think on your feet" and find appropriate solutions to unique challenges.
- Strong verbal communications skills.
- Strong organizational and time-management skills.

## **SPECIAL REQUIREMENTS**

Must be able to work Sundays, produce a current CA driver's license and be able to lift at least 75 lbs.

## **EDUCATION AND EXPERIENCE**

- High School Diploma/GED preferred.
- One year of prior work experience.
- Bilingual in Spanish and English desirable.

## **SALARY AND BENEFITS**

The position is non-exempt, part-time, and typically involves 10-16 hours at markets and/or off sight work per week. Starting hourly wage is Los Angeles County minimum wage plus 20%.

## **HOW TO APPLY**

Send completed application, resume, and cover letter in PDF format to [Claremontfarmers@gmail.com](mailto:Claremontfarmers@gmail.com)

## **APPLICATION DEADLINE**

Open until filled. Please apply early, as this position may close at any time. **NO PHONE CALLS PLEASE**

**Note:** We value diversity. People of color, people LGBTQIA-identified, women, veterans, and formerly incarcerated individuals are strongly encouraged to apply. EOE/AA