



Bloomfield Saturday Market

Job Description – Market Assistant

Background

The Bloomfield Saturday Market is a program of the Bloomfield Development Corporation (BDC), a 501(c)3 nonprofit organization that exists to support, promote, and enhance Bloomfield. The Bloomfield Saturday Market improves the lives of community members by creating a community gathering place and accessible health and wellness education, as well as increasing the visibility of Bloomfield to the greater Pittsburgh region. The Market stimulates the local economy by providing a venue for promoting community businesses, drawing in new customers, incubating entrepreneurs, and attracting new and established businesses to Bloomfield.

Responsibilities

The Market Assistant is responsible for supporting the Market Coordinator at the Bloomfield Saturday Market and for the successful completion of all customer transactions during the 25-week market season that ends on November 4, 2017. This includes the ability to run the card reader, count and distribute the correct amount of wooden tokens, and account for all petty cash. The Market Assistant will have a strong attention to detail with the ability to accurately handle currency and ensure accurate reporting of sales each week of the Market. Availability on Saturdays is required for this position.

The Market Assistant will also assist with setting up and tearing down the Market, representing BDC and the Market professionally and courteously at all times. Some volunteer management will be necessary, as will the ability to answer questions about the market, neighborhood, and BDC.

Education and Experience

Experience with customer service in a retail setting is preferred, but not required. Working with money and the general public is strongly preferred.

Major Tasks and Activities

- Complete customer transactions professionally
- Ensure security of currency
- Ensure accurate reporting
- Explain the Fresh Access program to customers
- Act as ambassador to the Market
- Reliably complete a 23-week contract position

This is a part time, Saturday-only position (approximately 8 hours per week) with an hourly compensation of \$12. Approximate work day will be 7:30am-3:30pm.

Resumes will be accepted until the position is filled. Please submit brief cover letter and resume to christina@bloomfieldnow.org. No calls please.

Bloomfield Development Corporation is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic background, familial status, sexual orientation, disability, or any other characteristic protected by law.