



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 builds a thriving, diverse community through equitable engagement. 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 helps the Market Manager with set up and tear down of the Market. The Market Assistant is responsible for supporting the Market Manager and for the successful completion of all customer transactions during both the Saturday Markets and the Winter Markets as needed. This includes the ability to run a card reader, count and distribute the correct amount of tokens, and provide excellent customer service. The Market Assistant coordinates volunteers during the market day, engaging volunteers with clear directions.

The candidate must demonstrate 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 candidate must be willing to work with the public during the Covid-19 pandemic. Under the direction of the Market Manager, the candidate will assist in educating customers and vendors, answering questions and enforcing safe operating rules. BDC has developed extensive protective operating practices for vendors, customers, and staff/volunteers that have been reviewed and approved by the Allegheny County Health Department, as well as adopted by other markets. Responsibilities for this position may shift as needed due to each event bringing different obstacles and the current environment.

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. Ability to be flexible and help when needed.

Major Tasks and Activities

- Help with set up and tear down of event
- Complete customer transactions professionally
- Ensure security of currency
- Direct volunteers to tasks
- Explain the Fresh Access program to customers
- Act as ambassador to the organization and the neighborhood

This is a primarily outdoor, part-time position requiring Saturdays from 7:00am-2:30pm and the ability to break some of the work into another day each week (9-11 hours per week). Hourly compensation is generally \$12 per hour, increased to \$16 per hour as hazard pay for work performed onsite at the Saturday Market while the COVID-19 pandemic is taking place, to be reevaluated on or around October 1, 2020. This position requires lifting up to 50 pounds, use of a computer, and exposure to unpredictable weather.

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

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