



BUCHANAN FARMERS' MARKET MARKET MASTER JOB DESCRIPTION

- Contracted by the Buchanan DDA and thus represents the City, so professional conduct is expected at all times.
- Responsible for answering the Market phone during the week in a timely manner and addressing all vendors' concerns. (Up to 3 hours weekly)
- Working hours on Saturdays are from 6:30 a.m. through 1:30 p.m. weekly.
- Responsible for clean-up of area before market starts, putting out signs and hand washing station, putting out garbage can and making coffee for patrons and putting out coffee cups and condiments.
- Prepares the Market for opening by assigning vendor space, helping set up tents, overseeing the Market by being on site during **all** operational hours, collecting fees and writing receipts, unlocking bathrooms, giving money to Market representative or taking to City Hall, seeing to it that each vendor cleans stall at closing, putting away signs, garbage can, hand washing station, coffee pot and supplies, and helping vendors take down tents. Set up music.
- Must check periodically to see that each market vendor follows all established rules/guidelines set forth by the Buchanan Farmers' Market Board.
- Interacts with all vendors and customers weekly and addresses all concerns.
- Will settle any dispute that arises between vendors, keeping the integrity of the City, DDA, and the Market at the forefront.
- Oversees the parking area, ensuring that each vendor parks only in his/her one assigned spot, keeping library lot free of vendor vehicles.
- Responsible for encouraging vendors to stay at the Market until closing time unless closing early due to weather.
- Performs inspections for quality and proper packaging prior to the Market opening and during market hours making sure all products are labeled and priced.
- Reports to the Buchanan Farmers' Market Board Chairperson and/or DDA director as requested.
- Responsible for the Market website and Facebook page, listing vendors weekly, adding pictures and other pertinent information promoting the Market when needed before and during the Market season.
- Will provide an annual report for the Buchanan City Commission and DDA if asked.
- Turns in weekly time card to Market Board Chair or its representative.