



Location:	Homer Farmer's Market
Job Title:	Market Greeter
Overseen by:	HFM Board, reports directly to Market Manager

<p>Type of position: A part-time position available from first market (Memorial Day weekend) through last market (last Saturday in September) to greet, provide information, and sell market merchandise/raffle tickets, assist in special events, etc. during Saturday Market.</p>	<p>~7 hours/week @ \$13 per week</p> <ul style="list-style-type: none"> • Must be available Saturday 8:30am – 3:30pm • Additional hours may be available when needed
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GENERAL DESCRIPTION

The Market Greeter will help Market Manager set up Information Booth, hand washing station, unlock port-a-potties, collect garbage, set parking barriers/signage, and Activities Tent. The Greeter will be the "first face" market patrons see and speak to; will answer questions to best of their ability; sell market merchandise and raffle tickets, while keeping accurate transaction records; will keep all merchandise organized and notify Manager when stock is running low; will inventory all incoming merchandise; maintain AK Grown promo material, and any information pamphlets; will count visitors periodically during the market and give Manager this count; will pass out vendor information and administer surveys; helps maintain parking lot and monitors vendor parking; will help Manager break down Information booth and other areas, at market close. May provide coverage for EBT Coordinator as well.

INFORMATION BOOTH DESCRIPTION

The Information Booth is the hub of Operations for the market. Patrons can find information about various related topics here, as well as purchase a variety of market merchandise and pick up AK Grown materials. The EBT Booth is also located here- patrons can swipe debit/credit/quest cards in exchange for market tokens/coins. Vendors, and potential vendors, come here for various reasons, with questions (usually for the Manager). The Information Booth also sells Turkey Raffle tickets, a fundraiser for the HFM Scholarship Program.

SKILLS REQUIRED

- Must be able to commit to **entire** market season
- Have excellent customer service skills and maintain a positive attitude; must be able to multitask, while maintaining a calm presence
- Should have basic knowledge of Homer and the Farmers Market
- Must have basic experience handling money and keeping accurate sales records
- Must be able to multitask, while maintaining a calm presence
- May help plan special events, such as Zucchini Fest, Market Demonstrations, Harvest Party, etc.

MAIN RESPONSIBILITIES

Greet: welcomes each patron with a hello and a smile; offers children AK Grown stickers; promotes Turkey Raffle sales; provides an “inviting demeanor” to every person walking through the gate; does regular visitor counts.

Managing Merchandise: must keep Information Booth organized and aesthetically pleasing; keep track of inventories; keep accurate sales records of merchandise and other raffle/promotions.

Provides Information: The Greeter will answer questions from both patrons and vendors, to the best of their ability, or direct them to the appropriate person.