

POSITION DESCRIPTION

POSITION: Good Food Market Coordinator

REPORTS TO: Executive Director

COORDINATES WITH: Manager of Finance and Systems; Manager of Food Logistics; Facilitator of Community Engagement; Community Connector

POSITION SUMMARY: To oversee all facets of twice weekly on-site market and mobile markets offered throughout the month at various locations.

HOURS OF WORK: 30 hours a week.

SALARY: \$21.34 per hour + 5% in lieu of benefits

RESPONSIBILITIES:

1. Manage all aspects of the on-site Community Access Market and mobile markets, including managing volunteers.
2. Assist the Food Logistics Manager in their role.
3. Attend the Elmira Farmer's Auction when needed.
4. Submit required reports to the Food Logistics Manager.
5. Assist with inventory counts at the end of each month.
6. Operate the storehouse according to food safety regulations, including cold storage.
7. Attend all team meetings

REPORTING & COMMUNICATIONS

1. The Good Food Market Coordinator reports directly to the Executive Director or their designate
2. Coordinates their work with the Food Logistics Manager
3. Attends all staff meetings and one on one meetings with Executive Director as arranged.
4. Submits all internal documents as stated in policies and protocols of the organization

WORKPLACE GUIDELINES AND EXPECTATIONS:

1. Assistance in furthering the mission of LCFC
2. Adherence to all LCFC and CFCC policies
3. Maintenance of confidentiality in regard to all LCFC matters
4. Treatment of all volunteers, staff, clients and community members with dignity and respect at all times
5. Adherence to the maintenance of a scent, perfume, and smoke free environment

NECESSARY AND DESIRED SKILLS:

1. Operational knowledge and experience with fresh markets, such as farmers markets, is essential to the role, as is experience working with vulnerable individuals.
2. Operational knowledge and experience with Excel and other Microsoft platforms are also essential.