



## **Market Associate Opening**

*Interested in working directly with the DC community? Are you ready to help by bringing local, affordable, fresh food to food insecure neighborhoods across DC? If so, this is a great opportunity to join a team of people committed to doing the same!*

### **Organizational Overview**

Arcadia Center for Sustainable Food and Agriculture is a non-profit organization dedicated to creating a more equitable and sustainable local food system in the Washington DC region. Arcadia's Mobile Market was established in 2012 to improve access of local, farm fresh food to the most underserved areas in Washington, DC.

Currently, the Mobile Market operated 10 weekly market sites, May-November. Each market is based around the Mobile Market vehicle, a bright green truck that is stocked with locally-produce fruits, vegetables, meat, eggs, dairy and more. Market sites include apartment communities, schools, libraries, recreation centers and senior wellness centers.

### **Job Description**

Arcadia is hiring a Market Associate to join the team for the remainder of the 2019 season, with full-time and part-time options available. The Market Associates work under the guidance and direction of the Mobile Market management team to operate weekly markets across Washington, DC. Market associates complete various tasks (market preparations, delivery breakdown, deep cleaning, market breakdown, and occasional administrative tasks at the main prep location in Northeast DC.

### **Core Responsibilities**

At Headquarters

- Work with Managers and fellow Associates to complete:
  - All headquarter based tasks
    - Cleaning, sorting, and packing/unpacking food items for market
    - Completing market prep/closing task checklists
  - Pre-market, loading market allotments from HQ storage into market vehicle
  - Post-market unloading vehicles, storing product and cleaning all HQ and Kitchen spaces at the end of each market day
  - Supporting administrative tasks, as needed
  - Communicating any challenges, issues or needs to Market Manager or Director
  - Participating in team meetings and HR functions completed at the office

## At Market

- Work as a team with Managers, Associates and Volunteers
  - Setup and break down the market infrastructure ( including lifting and setting up tents, tables, etc)
  - Act as Cashier, conduct transactions, handle payments
  - Restock products and maintain the market's function and appearance
- Communicate with team about market inventory
- Ensure security of money, voucher payments and valuable equipment
- Support at-market promotions (surveys, outreach, etc)
- Contribute to positive customer experience
  - Foster welcoming atmosphere
  - Build rapport and mutual respect with customers
  - Engage and ask questions, share knowledge and learn from one another
- Demonstrate Code of Conduct and Core Values of Arcadia at all times

## Hours & Compensation

- \$15/hour
- Ready access to local, farm fresh food all season long!

## Schedule

This seasonal role may lead to a year-round position for the right candidate, or can be developed to offer consistent, seasonal employment for those looking to develop and grow alongside Arcadia.

- Start Date: ASAP
- Market Associate position ends November 16, 2019
- There are a range of shift lengths, start times and types. Market Associate hours will align with market operation times, Tuesday - Saturday. Shifts will include a combination of mornings, evenings, weekdays and Saturdays. Some shifts may begin as early as 6:45am, and others may end as late as 8:30pm.

## Requirements

- Open availability for Tuesday - Saturday, from hiring date through until the end of October.
- Ability to meet at 1800 Perry street for shifts starting as early as 6:30am
- Ability to lift 40 lbs regularly
- Ability to work outdoors in difficult weather conditions
- Reside in or around Washington, DC with reliable transportation to Mobile Market headquarters (1800 Perry St NE, DC)
- Strong communication and interpersonal skills (Prompt and clear communication in all forms)
- Experience working as part of a team
- Knowledge of food inequity in DC and a passion for community-centered food access
- Strong interest in serving the needs of customers, especially those typically underserved
- Comfortable engaging with a diverse population of customers
- Professional in demeanor, highly organized and reliable
- Ability to perform in a fast-paced environment with competing demands

- Skilled at taking initiative and seeing tasks through to completion
- Skilled at strategic problem-solving

### **Preferred Qualifications**

- Experience working in the food industry (farming, restaurant, grocery, etc.)
- Proficiency in Spanish
- Ideal candidates would be familiar with or local to our Market locations in Wards 1,2,5,7 & 8.

### **Apply**

Applications will be accepted on a rolling basis until the position is filled. Email your resume, three references and brief answers to the questions below to Erin Close, Mobile Market Director, at [erin@arcadiafood.org](mailto:erin@arcadiafood.org). Feel free to reach out with any questions.

1. What is your relationship to food inequity?
2. How do you work within a team?
3. How do you create connections and build trust with strangers?

*Arcadia is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.*