



Part-Time Market Assistant Job Description

Reports to: Market Director

City Green

City Green, Inc. is a 501(c)3 non-profit organization dedicated to facilitating the establishment of urban farms and gardens in northern New Jersey's cities to create increased access to healthy, local food while cultivating education in food systems, nutrition and the environment.

Diversity is a core value of City Green. We believe the power of diversity enriches all of us by exposing us to a range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions. City Green is committed to working to build and sustain an equitable and inclusive work environment where diversity is celebrated and valued. We believe diversity benefits and enriches the development of all of our staff, partners, supporters, and community.

City Green has three farm sites: a 5-acre farm at our headquarters in Clifton, 8 acres at the South Branch Preserve in Mt. Olive and a one-acre "Learning Garden" farm at Eastside Park in Paterson. We sustainably grow over 170 varieties of vegetables, keep a small number of farm animals for learning purposes, and maintain educational gardens for programs. We operate our own farm stands in Clifton, as well as Veggie Mobile markets in Paterson, Passaic, Totowa and Bloomfield. Through our Farm and Market Program, we aim to create increased access to local, farm-fresh food, while addressing issues of food justice.

Position Summary

Market Assistants serve as seasonal staff for our Veggie Mobile and CSA operation. They will set up City Green's farm stand and Veggie Mobile markets, complete customer transactions while providing excellent customer service and information about the fruits and vegetables for sale, and break down the farm stand at the end of each market. Additionally, Market Assistants will record transactional data, account for market inventory, engage customers at the market, and more. Should the applicant meet qualifications for driving City Green vehicles, they will also be responsible for driving to and from the market location in the Veggie Van or Veggie Mobile.

Market Responsibilities include but are not limited to:

- Loading and unloading crates of fresh fruits and vegetables for transport to and from market locations
- Driving the Veggie Mobile to and from each market site, which include local libraries, senior centers, municipal buildings, and more
- Setting up and breaking down farm stands, tents, tables, produce, and displays according to City Green standards
- Ensuring that produce and other food products are stored, displayed, and handled properly
- Completing cash and federal benefit transactions (SNAP, WIC, FMNP) at all Veggie Mobile market sites
- Implementing the “Good Food Bucks” incentive program at all market sites for SNAP, WIC, and FMNP customers
- Collecting and recording transactional data for each market site
- Providing friendly and respectful customer service to all Veggie Mobile shoppers
- Ability to lift up to 50 lbs. regularly
- Performing other duties as assigned

Additional Responsibilities include:

- Fostering and maintaining positive relationships with partners throughout programs
- Maintenance of records and files for contacts and program materials
- Support for printed materials (flyers, newsletters, reports, etc.)
- Procuring materials within organization guidelines and managing expense reporting
- Timely and professional communication with collaborating staff and outside program partners
- Participate in “All Hands On Deck” activities, where all City Green staff cooperate on a large project, event, educational program or volunteer day
- Support initiatives and programs throughout the organization as needed
- Be prepared to represent City Green in a variety of situations with partners, guests, funders, government officials, other stakeholders, and community members
- Adhere to City Green’s principles and policies
- Adhering to City Green’s policies and practices around diversity, equity and inclusion
- Be prepared to support interdepartmental events activities
- Follow organizational policies and standards for safety and liability

Qualifications

- Must have excellent customer service skills and be comfortable working with diverse customers
- Comfortable completing and recording monetary and federal benefit transactions in fast-paced settings
- Friendly and positive attitude required
- Experience working closely with a team
- Familiarity with food access, locally grown produce, organic agriculture, and food systems a plus
- Comfortable working outside in all weather conditions and capable of lifting 40-50 lbs
- Must be available on select nights and weekends as needed
- Familiarity with federal benefits (SNAP, WIC, FMNP) a plus
- Ability to speak Spanish strongly preferred
- Valid driver’s license of at least 24 months (driver history check conducted upon hiring)

Hours and Compensation:

- Market Assistants are paid \$17.50 - \$18.50/hour, depending on qualifications.
- Training will be provided, and several positions are available.
- This is a seasonal position (September-November) ranging from 10-15 hours per week
- Market Assistants must be available on select weekends and evenings.

All City Green Employees Must:

- Be authorized to work in the United States
- Have a valid driver's license in the state they reside in, at least 2 years driving experience, and be at least 19 years old. Employee's driver history for the past 4 years must meet City Green's insurance policy safe driving requirements.
- City Green is a non-profit Youth Serving Organization. As such, we require all employees to receive a recommendation of approval for employment from the New Jersey State Police through State and Federal Fingerprint-Based Criminal History Record Check. Once a candidate has been offered employment by City Green, we will provide instructions to obtain the required documentation.

To apply:

- Visit www.citygreenonline.org/careers to apply.
- Positions are filled on a rolling basis. Early application is encouraged!
- Please contact us at 973-869-4086 or info@city-green.org with any questions.