



A Natural Attraction

City of Quinte West

Job Description

Position: Market Clerk, Contract
Department: Planning and Development Services
Reports to: Economic Development Coordinator

Purpose and Scope:

The Market Clerk manages the operations of the Front Street Farmers' Market in a fashion that will develop and enhance growth of the Farmers' Market. The Market Clerk focuses on delivering quality customer service and continuous improvement processes, guided by the goals and objectives of the City of Quinte West, Economic Development & Tourism Advisory Committee, and the Front Street Farmers' Market Task Group.

Hours of Work:

This is a 26 week contract position. The Market opens the first Saturday in May and closes the last Saturday in October. The contract is to include up to 494 hours per season; two days per week 7:00 am – 2:00 pm. This position shall require the attendance of the Market Clerk at Farmers' Market Task Group Meetings regularly.

Duties and Responsibilities:

The position will:

- Oversee the weekly operations of the Farmers' Market including monitoring, documenting and enforcing City Bylaws, City Health and Safety Policies, the

Hastings and Prince Edward Counties Health Unit Guidelines and the Ontario Ministry of Agriculture and Food and Rural Affairs (OMAFRA) regulations.

- Responsible for managing the Market including performing routine opening and closing duties.
- Forecast and manage any parking lot issues that may arise, including following City protocols when dealing with vehicle tow procedures.
- Ensure that Vendors are operating in accordance with Bylaws, rules and regulations.
- Perform financial and accounting tasks related to fee collections for daily permits.
- Respond with tact and discretion to all Market related inquiries (in person, phone, email, etc.) that are received at the Farmers' Market, and guided by the City Economic Development & Tourism Services staff.
- Collect data and assign location of Vendors using City provided stall footprint requirements.
- Act as a liaison between the City Staff, Market Vendors and the Public. This will include documenting and reporting any incidents and/or public complaints that may occur.
- Maintain a harmonious and cordial atmosphere at the Market.
- Report any building maintenance requirements.
- Attend and provide Farmers' Market updates at Farmers' Market Task Group Meetings.
- Assist with implementation and promotion of events.
- Responsible for data and statistic collection.
- Other related duties as assigned.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Contacts:

The position will have direct contact with:

Internal: City Staff

External: The General Public, Market Vendors, Community Partners, Front Street Farmers' Market Task Group.

Education/Specialized Training/Skills:

The position will require:

- Grade 12 Diploma.

- Candidates with an equivalent combination of education and experience may be considered.
- Intermediate computer skills with proficiency in Microsoft Word, Excel, email.
- Possess a strong customer focus, excellent interpersonal and communication skills and be able to work effectively in a team environment or independently.
- Must be a reliable self-starter and able to make decisions and function with minimal supervision.
- Possess strong organizational skills, be able to manage multiple/changing demands and priorities and be capable of performing a variety of tasks simultaneously.
- Must be able to perform some physical labour such as lifting.

Work Experience:

- One (1) year of relevant experience in clerical support and customer service.

Decision Making:

- The position is responsible for providing timely, accurate information to the Economic Development Coordinator and for responding to the decisions and directions generated by same.

Supervision:

- Not Applicable.

Work Environment:

- Outdoors.



 Manager of Economic Development
 and Tourism Services

Dec. 20, 2016


 Date



 Director of Planning and
 Development Services

December 20/2016

 Date



 Manager of Human Resources

December 20, 2016

 Date

