Applicants:

The Alachua County Farmer’s Market is hiring for the position of Assistant Market Manager until the end of market hours on February 14th. To apply for the job, you must fill out the following item:

- Job Application (5 pages)

This must be turned in at the Alachua County Farmers’ Market in person on Saturday from 9:00 AM to 1:00 PM. Applications will be accepted until the end of market hours on February 14th. If considered for the position, we will call you to schedule an interview. This packet contains the following:

- Cover letter (this document)
- Assistant Market Manager Job Description (1 page)
- Job Application (5 pages)

The beginning salary will range from $8.75 to $9.50 depending on the education and experience of the applicant. The amount of hours expected to work will be based on the season ranging from 20 to 30 hours per month. With a varied array of job functions and flexible scheduling, this is an awesome opportunity for students, especially any studying agriculture or marketing.

If you have any questions considering this job packet, please contact the Manager (Schuyler) at : 352-371-8236 or email: marketmanager@441market.com.

Thank you,

Schuyler Sloane

Market Manager
Alachua County Farmers Market

Duties & Responsibilities of the Assistant Market Manager may include

- Provide customer service to vendors and shoppers
- Assist in maintaining office bookkeeping (organization and filing of market paperwork)
- Help maintain social media accounts, and market website
- Organize, promote, and setup special events (festivals/demos) at market
- Help ensure vendor compliance with applicable state laws and regulations
- Answer phone calls/emails as needed
- Help create promotional media (i.e. flyers)
- fulfill responsibilities of Market Manager on day-to-day operations as needed

Knowledge, Skills & Abilities for the Assistant Market Manager

- High School diploma or equivalent
- Must have a vehicle and valid driver’s license
- Effective communication (oral and written) skills
- Good people skills
- Creative Thinking/Problem solving skills
- Good time management & organizational skills
- Agricultural knowledge/background/interest preferred
- Must be proficient in use of Microsoft Office products
- Preferred knowledge of bookkeeping software (i.e. Quikbooks)
- Must be able to lift 40 lb.
- Social media, photography, graphic/web design skills strongly preferred
Alachua County Farmers' Market Application for Employment

ALL POTENTIAL EMPLOYEES ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, THE PRESENCE OF A NON-JOB RELATED HANDICAP OR ANY OTHER LEGALLY PROTECTED STATUS.

Position Sought:________________________________________

How did you learn about the position? ____________________________

Name_____________________________________________________

Date__________________

Address__________________________________________________

City ____________________________________________

State ______ Zip ______

Home Phone ___________ Office Phone ________________

Cell Phone______________

Email Address: __________________________________________

Social Security Number:____________________________________

On what date would you be available for work? _________________________

Desired Wage/Salary $______________

Are you a U.S. citizen, or are you otherwise authorized to work in the U.S. without any restriction? [ ] Yes [ ] No

Have you ever been convicted of a felony? [ ] Yes [ ] No

If yes, please describe circumstances:

________________________________________________________________

________________________________________________________________

Have you ever been involuntarily terminated or asked to resign from any position of employment? [ ] Yes [ ] No

If yes, please describe circumstances:

________________________________________________________________

________________________________________________________________

If selected for employment, are you willing to submit to a pre-employment drug screening test? [ ] Yes [ ] No
### EDUCATION

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<th>School Name</th>
<th>Location</th>
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<th>Degree Received</th>
<th>Major</th>
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Other training, certifications, or licenses held:

List other information pertinent to the employment you are seeking:

### EMPLOYMENT

*(Most Recent First.)*

1. Employer

   Job Title

   Dates Employed

   Prior Position Held within Company (if any):

   Address

   City, State, Zip

   Phone, Job Title

   Supervisor

   Starting Salary

   Ending Salary

   Duties Performed

   Reason for Leaving

2. Employer

   Job Title

   Dates Employed

   Prior Position Held within Company (if any):

   Address
City________________________ State________ Zip________
Phone________________________
Job Title________________________
Supervisor________________________
Starting Salary________________________
Ending Salary________________________
Duties Performed________________________
Reason for Leaving________________________

3. Employer________________________
   Job Title________________________
   Dates Employed________________________
   Prior Position Held within Company (if any): __________________________
   Address________________________
   City________________________
   State________ Zip________
   Phone________________________
   Job Title________________________
   Supervisor________________________
   Starting Salary________________________
   Ending Salary________________________
   Duties Performed________________________
   Reason for Leaving________________________

4. Employer________________________
   Job Title________________________
   Dates Employed________________________
   Prior Position Held within Company (if any): __________________________
   Address________________________
   City________________________
   State________ Zip________
   Phone________________________
   Job Title________________________
   Supervisor________________________
   Starting Salary________________________
   Ending Salary________________________
   Duties Performed________________________
   Reason for Leaving________________________
List of References:

1) Name:_________________________________________________
   Title:__________________________________________________
   Phone:________________________________________________
   Email:_________________________________________________
   Relationship to applicant:_______________________________

2) Name:_________________________________________________
   Title:__________________________________________________
   Phone:________________________________________________
   Email:_________________________________________________
   Relationship to applicant:_______________________________

3) Name:_________________________________________________
   Title:__________________________________________________
   Phone:________________________________________________
   Email:_________________________________________________
   Relationship to applicant:_______________________________

4) Name:_________________________________________________
   Title:__________________________________________________
   Phone:________________________________________________
   Email:_________________________________________________
   Relationship to applicant:_______________________________
ACKNOWLEDGEMENT AND AUTHORIZATION

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application of employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

_________________________________________  __________________________
Signature of Applicant            Date

THIS APPLICATION MUST BE TURNED IN ON SATURDAY BETWEEN THE HOURS OF 9:00 AM to 1:00 PM TO THE CHIEF OPERATIONS OFFICER OR MARKET MANAGER! APPLICATION WILL OTHERWISE NOT BE ACCEPTED!