

# Farmers Market Assistant

**POSITION: Assistant**

**SALARY GRADE:**

**NON-EXEMPT**

**General Statement of Duties:** Performs a variety of skilled and unskilled tasks; performs intermediate technical and professional work supervising the general public; does related work as required; and work is performed under the supervision of the Farmers Market Manager.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires standing stooping, kneeling, crouching, reaching, walking, pushing, pulling, grasping and repetitive motion; vocal communication is required for expressing or exchanging ideas; hearing is required to perceive information; visual is required for perception, color perception, preparing and analyzing written data and observing general surroundings and activities; The worker is subject to inside and outside environmental conditions.

## **Required Knowledge, Skills and Abilities:**

- Knowledge of facilities, materials, methods and procedures used in parks and recreation
- Skill in ability to establish and maintain an effective working relationship with employees and the general public
- Ability to understand and carry out oral and written instructions
- Knowledge of rules, regulations and enforcement of rules and regulations in a polite but firm manner
- Provide information to the public
- Ability to fill out proper forms as required and collect proper fees

## **Essential Functions/Typical Task:**

- Responsible for dispensing proper disciplinary action, as defined by the rules and regulations of the farmers market policy
- Assists the manager in daily operations as needed
- Deals effectively and courteously with the public
- Assists with daily operations
- Collects and receipts daily fees
- Performs necessary opening and closing of the market
- Helps with setting up canopy and tables for vendors booth
- Performs necessary cleaning of property before and after market
- Provides information to the public
- Maintains control and handle emergency situations
- Secures properties and buildings at closing
- Works in all weather conditions
- Performs all duties in conformance to appropriate safety and security standards
- Performs related tasks as required

**Acceptable Experience and Training:** Any level of education acceptable. Minors are required to have parental consent.

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**Other Requisites:** Possession of an appropriate driver's license or permit in the State of Tennessee

## ADA Requirements

**Physical Requirements:** Tasks involve some physical effort i.e. some standing and walking, or frequent light lifting (5-10 lbs.); manual dexterity in the use of fingers, limbs, or body in the operation of shop and office equipment; may involve extended periods of sitting at a typewriter or keyboard.

**Environmental Requirements:** Tasks require sound perception and discrimination; tasks require visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Sensory Requirements:** Tasks require sound perception and discrimination; tasks require visual perception and discrimination; tasks require oral communication ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity in a manner that does not pose a direct threat to the health or safety to the employee or other in the workplace.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_