



LEAVENWORTH MARKET-DAY MANAGER

GENERAL DESCRIPTION

This is a great job for students, recent graduates, retirees or anyone with an interest in food-access, market-farming, public health or community programming! Perks often include fresh local produce!

The Market-Day Manager is a seasonal role, responsible for day-of management of the weekly (Saturday) farmers market in Leavenworth and, at a minimum, occasionally covering management shifts at the Cashmere Market on Sundays. The Manager reports to the Executive Director and is overseen by the Board of Directors.

This position is a unique job for an energized person! On market day, the Manager is the main point of contact for our vendors and customers, so they must have great communication skills. **The Manager will often be the senior-most employee of Cascade Community Markets on-site**, so they must be a natural problem solver, self-motivated, and highly reliable. Our markets are an essential food-access point for our communities, so our Manager must be committed to the service of others.

We value work-life balance for our employees and aim to hire an awesome group of team-players for the 2025 season to ensure time-off needs are met for everyone.

SCHEDULE & HOURS

The minimum schedule for this position is 7-8 hours on Saturdays, from 7:00am - 2:30pm, plus the ability to cover at least 2-3 Manager shifts in Cashmere over the course of the season (Sundays, roughly 7am - 2:30pm). On Sunday shifts, the Manager is the only employee of CCM on site. **The season for this position is May 18th - October 12th.**

COMPENSATION & BENEFITS

Hourly, \$23-25/hour DOE. This position will accrue WA standard paid sick leave at a rate of 1 hour per 40 hours worked. One mandatory paid day off is provided per season and must be taken (cannot be used for training days or on first or last market dates). This day off can be used for any purpose.

REQUIRED QUALIFICATIONS

- Commitment to 19 of 20 Saturday shifts May 31st - October 11th is required
- Comfortable working with people of diverse economic, cultural, and social backgrounds
- Self-motivated individual, with demonstrated ability to take initiative at work
- Outstanding professional communication skills
- Prior leadership experience
- Demonstrated ability to communicate boundaries, give and receive constructive feedback
- High school graduate required; higher education preferred
- Ability to lift 40 pounds

DESIRED QUALIFICATIONS

- Ability to speak some Spanish, fluency preferred
- Farming, food access, or farmers market experience is a plus!



CASCADEMARKETS.ORG

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RESPONSIBILITIES

At a minimum, the position requires Market-Day Management on Saturdays, including:

- Directing market set-up: assisting vendors to their booth locations, setting up the market-owned booth(s), facilitating musician set up, opening/setting up bathroom facilities
- Attending to the Manager Booth: handling SNAP payments and tracking SNAP Match distribution, handling credit card processing for manager-booth sales, assisting vendors with day-of-market concerns, checking in with vendors
- Overseeing market breakdown: collecting & tracking alternate currencies, ensuring the market space is thoroughly cleaned up, packing up market booth(s), locking up the trailer, bathrooms, and facilities
- Holding vendors accountable for adherence to market rules and regulations
- Tracking & recording sales categories from vendors & the Manager Booth
- Submitting a brief daily market report to the Executive Director
- Supervising Market Assistant, parking lot management, and market day volunteers
- Setting up and managing occasional youth and family programs and special events at the Market

Other job requirements include:

- Attending standard market-management trainings, such as Food Access Program trainings
- Assisting with promotional or fundraising events
- 4-6 hours of assisting the director in preparation or execution of the annual fundraiser (August 21-22)

TO APPLY

Please email a resume and cover letter addressing your interest and qualifications to Executive Director Cali Osborne at cali@cascademarkets.org. Position is open until filled, but we aim to fill the position by May 1st, 2025.