

**TEXAS FARMERS' MARKET
JOB DESCRIPTION**

Position Title: Operations Manager

Classification: Full-time, salaried

Reports to: Director of Operations

Direct Reports: Market Coordinator, Direct Service Staff (DSS), and Food Access Associates (FAA)

Position Summary:

The Operations Manager completes a variety of operational and administrative tasks for Texas Farmers' Markets, overseeing two markets in Austin, Texas. The Operations Manager performs regular duties including but not limited to data entry, financial reconciliation, and onsite staff management. The Operations Manager identifies and capitalizes on any and all opportunities to support the TFM leadership team and streamline market operations.

Major Responsibilities:

Operations and Administration:

- Coordinates the weekly operations of two farmers' markets and coordinates special events as necessary.
- Supports TFM staff by coordinating supplies and working onsite during special events or as stand-in for Operations Team positions.
- Supports the Marketing Team by managing logistics for special events.
- Manages and trains direct service staff and volunteers with oversight from Director of Operations. Creates a monthly schedule, accommodates time-off requests and communicates to DOO regarding the ebb and flow of market staffing needs.
- Creates and maintains market staff employee handbook.
- Assists with vendor relations through weekly operational invoicing, layouts and vendor communications related to market days.
- Records and reports attendance/payment/general rule violations by vendors as communicated by DSS Staff
- Reviews, files, and maintains weekly market documents and forms.
- Manages Texas Farmers' Markets mail and PO Box, checking weekly and delivering to appropriate staff.
- Updates emergency call lists and implements safety precautions.
- Responsible for Operations purchasing with supervision of Director of Operations. Maintains and is responsible for company credit card. Manages storage facilities and completes regular inventory of all market supplies in trailers and offsite units. Monitors equipment for necessary repairs and scheduled maintenance.
- Reconciles financial records and deposits weekly revenue from markets. Generates and distributes vendor invoices, including annual membership fees, contracts and agreements.
- Aids in vendor recruitment and attends farm and ranch verification visits as needed.
- Vendor admissions support including coordinating nonprofit guest vendors.

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Administration:

- Plans and executes data collection projects at market
- Interprets and analyzes data to further organizational missions, expansion, or funding requests.
- Obtains Food Managers certification and tracks DSS Food Handler's certifications, prompting renewals when necessary.
- Obtains accurate and current required certificates and licenses of vendors, e.g. organic certification, health permits, food handlers, liability insurance, etc.

Food Access:

- Responsible for implementation of the SNAP (Supplemental Nutrition Assistance Program), Double Dollars, and FMNP (Farmers' Market Nutrition Program) at all markets with the assistance of the Sustainable Food Center. Oversees the Food Access tent, collects and inputs data to support program funding, and streamlines corresponding processes.
- Acts as ambassador for Texas Farmers' Market's participation in Food Access programs when liaising with Sustainable Food Center (SFC) on related matters. Documents and reports as requested by each sponsor or grant. Attends meetings at SFC as required. Facilitates extracurricular projects such as annual surveying. Attends Food Access outreach events at health clinics and other mission aligned partners.
- Monitors program equipment, including electronics and scrip (vouchers). Maintains adequate supplies and updated reference information at each market site.
- Stands in for Food Access Staff at market when required.
- Administers onsite training, delivers feedback, and creates schedules for the FAA. Updates FAA with changes to programs, tools to enhance the user experience and yield results towards program goals.
- Accountable for periodically renewing cellular data plans associated with Food Access.

Knowledge, Skills and Abilities:

- Excellent verbal, written, interpersonal and communication skills
- Attentive to details and displays a strong aptitude for organization
- Strong customer service skills - displays enthusiastic, outgoing, and helpful behavior
- Team oriented as well as self-motivated
- Good analytical skills - able to creatively problem-solve
- Ability to initiate tasks and coordinate projects through completion with minimal management
- Aptitude for prioritizing tasks and showcasing flexibility in the event of a change
- Model ethical and professional integrity
- Comfortable working with numbers, bookkeeping and POS technologies
- Experience with Emma, MailChimp, and Sales Force preferred

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- Experience managing staff, including training and conflict resolution capabilities
- Strong skills in MS Office and web-based applications
- Willingness to learn and expand job skills
- Ability to work remotely and have flexibility to travel for meetings in the Austin area.
- Flexible time schedule to accommodate variable hours and market activities a must
- Competency in Spanish desired but not mandatory
- Must have reliable transportation and access to a computer with internet connection and printer

Education/Experience:

- Bachelor's Degree or higher preferred
- 2+ years experience in people management desired
- Passion for farmers' markets, local food and sustainability desired
- Must have or be willing to obtain City of Austin Food Manager's Permit within 1 month of start date

Physical Requirements:

- Must be able to work in field and markets that operate rain or shine
- Should be able to lift ~50 lbs. and stand, walk, or sit for prolonged periods of time

Working Conditions:

- This job operates out of a home office, and includes attendance at markets every weekend, with the exception of vacation and personal time obligations as they arise. This role routinely uses standard office equipment such as computers, phones, printers, etc.
- There may be stressful conditions involving workloads and competing deadlines.
- There may be need for hours beyond the regular workday.

Compensation and Benefits: Texas Farmers' Markets provides employees with generous benefits, paid time off, and a flexible and supportive work environment. \$36,000 - \$40,000 annual salary, depending on experience.

Equal Opportunity Employer:

Texas Farmers' Market provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To Apply: To apply, please email a cover letter and resume with subject line Operations Manager Application to operations@texasfarmersmarket.org