



# Now Hiring

**Job title:** MFFM Food Access Booth Manager

**Wage:** \$17 /hr

**Schedule:** Saturdays, 8:30am to 1:30pm  
Late May-October

**Job Description:** Maine Federation of Farmers' Markets (MFFM) and the Houlton Community Market are seeking a friendly, dependable candidate to staff the MFFM Food Access and Info Booth at the Houlton Community Market for the summer market season (late May-October.)

Food Access Booth Staff act as a resource of information for farmers' market shoppers, and support vendors and shoppers alike by processing credit/debits cards, SNAP/EBT cards, and a number of market currencies (Maine Harvest Bucks, Bumper Crop, Maine Senior Farmshare). The goal of this position is to provide increased food access to the Greater Houlton community and to strengthen and support our farmers' successes. There may be occasional opportunities for additional outreach and fundraising tasks.

## **Duties:**

- Transport Food Access Booth supplies to and from the market, while maintaining organization, inventory, and care of all supplies and materials *\*A personal vehicle capable of transporting supplies is necessary for this position, (booth materials able to be transported in a car or pickup).*
- Set up Food Access Booth display each market day (canopy, table, market goods display, informational display, etc).
- Provide respectful, friendly, and helpful assistance to customer inquiries and needs.
- Process customer SNAP payments and administer Maine Harvest Bucks program to SNAP customers.
- Collect Maine Harvest Bucks and Bumper Crop vouchers from each vendor at the end of the market day.
- Manage Maine Senior Farmshare signups and sales accounting
- Manage aftermarket data entry for vendor reimbursements.

**Skills desired:** The candidate should be able and willing to work independently in potentially inclement weather. Timeliness and reliability are also important. Ability to manage a retail work environment and maintain accuracy with counting currency is paramount. Knowledge of the Greater Houlton area, local foods, farming, farmers' markets, and food accessibility is a bonus!

**Location:** Market Square in downtown Houlton

**Position reports to:** Emily Grassie, MFFM and HCM Steering Committee Members

**Deadline:** Applications are reviewed immediately and until the position is filled.

**TO APPLY:** Please email recent work history with a short description (1-2 paragraphs) of why you are interested in this position, and provide at least 2 references to [outreach@mffm.org](mailto:outreach@mffm.org)