

## Farm Market Manager Responsibilities

1. Pre/Post-season
  - a. Attend EBT training at state office
  - b. Respond to any inquiries from vendors via email or calls
  - c. Attend Growers Expo in GR in early December to submit materials to the State
2. Midweek
  - a. Paint lines for market stalls before season and as needed throughout season.
  - b. Receive market agreements, use of premise forms, and insurance forms from vendors via email or mail. (weekly)
  - c. Monthly reporting of DUFBU and SNAP to State (Google Docs).
3. Day-of
  - a. Hand out and receive necessary forms for SNAP/EBT, WIC, and Double-up Food Bucks participation with food vendors who are interested in it. (weekly) (This must be completed before any vendor can be reimbursed for such transactions)
  - b. Write checks or disburse cash for SNAP/EBT, WIC, or Double-Up Food Bucks reimbursement for vendors. (weekly)
  - c. Handout and collect the necessary market agreements, use of premise forms, and insurance forms to any vendors that do not already have them on file. (weekly) (Insurance policy must have Pathway Church and Byron Community Wellness Foundation listed as additionally insured with \$1,000,000 each occurrence listed.)
  - d. Record days that vendors are present to ensure they are fully paid for either seasonal, partial season, or daily rates. (weekly)
  - e. Collect payments from vendors who are daily or have not yet fully paid for seasonal rates. (weekly)
  - f. Write receipts for all payments from vendors and distribute to necessary vendors. (weekly)
  - g. Sign up any customer interested in the Double-Up Food Bucks program and explain program to ensure they effectively understand it. (weekly)
  - h. Run EBT/Double-up food bucks terminal when necessary for customers and disburse necessary EBT dollars or DUFBU tokens. (The only form of WIC received at the market is Project Fresh coupons, so no WIC cards accepted.) (as needed)
  - i. Maintain clear communication with all vendors & customers and have a positive attitude.
  - j. Electronically submit "timecard" to Byron Center Wellness Foundation treasurer and remind or help set-up and tear-down workers to do the same. (weekly)
  - k. Clean bathroom & empty trash (weekly)
4. As Time Allows During Market
  - a. Assist vendors with market set up or tear down
  - b. Cover for vendors who need to use the restroom
  - c. Keep market area free of trash & debris
  - d. Remind customers & vendors that this is a no-smoking market
  - e. Evaluate, look for and suggest market improvements