

ATTACHMENT A
Woodinville Farmers Market
Market Manager Agreement Responsibilities

The duties and responsibilities of the Market Manager include but are not limited to the following:

- Ensure efficient running of weekly market: oversees volunteers, vendors, public needs/requests. Record daily vendor attendance counts, collect booth fees and account for weekly deposit, record vendor sales and WIC coupon counts. Complete Weekly Information Report for each market day.
- Set up and maintain visitor counts as required by the LTAC Grant contract.
- Be an ambassador for the WFM and man the Information booth during WFM Market hours or extended 'Celebrate Woodinville' or other events as needed.
- Plan weekly market booth layout from list of known vendor attendees before Saturday. Arrange for vacant stall spots to be filled at least 48hours before each market Saturday.
- Recruit, coordinate, jury with Board committee, and manage vendors participating in WFM season and throughout the year and for additional sponsored events.
- Ensure that all safety practices and health code requirements are followed by all market vendor members; including temperatures recorded with necessary food vendors and hand wash stations, set ups, utilizing checklists provided by KC Health dept. for the Market Coordinator.
- As problems arise and are reported appropriately deal with any issues related to operational guidelines as defined by the Bylaws and Market Rules and Regulations. Report all violations, whether resolved or not, to the WFM Board officers if on site and in email as they occur.
- Perform duties as the coordinator for the Senior Nutrition Program and WIC programs and update the WFM Board as needed.
- Maintain a calendar for advance vendors scheduled absences from Market for advanced layout planning.
- Provide the necessary documentation and/ or invoice details on all non-recurring expenses to the Treasurer as required or requested for bills to be paid.
- Set up and tear down of info booth.
- Supervise volunteers and oversees the activity booth and assist with activities associated with any special events.
- Periodically assess the condition of market equipment and property. Report the WFM Board and arrange for repairs as needed. Recommend repair or replacement or additional equipment purchases to the WFM Board in writing /email or at a scheduled meeting.