



Acorn Farmers' Market & Café – Winter/Spring

Consignment Operations Coordinator

Application accepted through 02/28/20. Send resume and cover letter to 48158food@gmail.com.

POSITION IDENTIFICATION

The Consignment Operations Coordinator requires a part time commitment. This is a paid temporary, contract position starting mid March requiring up to 20 hours per week.

POSITION SUMMARY

Acorn Farmers' Market & Café is currently operating an interim farmers market 12 hours a week which offers vendors (farmers, bakery, etc.) the opportunity to sell their products on consignment. The vendor delivers their product and set prices. From that point it is Acorn's job to sell then items, determine sales for each vendor and pay them regularly. This position coordinates all consignment activities and works with market managers who are the cashiers at the markets.

RELATIONSHIPS

The Consignment Operations Coordinator reports to Acorn Farmers' Market & Café Board of Directors.

RESPONSIBILITIES AND DUTIES

The goal of the 12 hour a week consignment farmers market is to operate in the black (market income exceeds expenses). A keys to accomplishing this goal are: 1) to have products customers want to buy and at a price that encourages them to do their food shopping at the market, and 2) to ensure vendors make a profit by minimizing food waste that results in the vendor not selling perishable items.

Specific tasks and responsibilities are:

- Ordering products – access each week what items are needed to ready the market for customers and order product from different vendors
- Deliveries: communicate with vendors to arrange a day and time of delivery of products
- Arrange for purchase, pick up (if needed) of non-local products (called Round the World)
- Set up the market – during market weeks, most of the unsold products are stored, thus on Thursdays before the market starts at 3 pm, all products are set up in the display tables and shelves.
- Assist market managers – while the market managers oversee the store during market hours and are responsible for check out and restocking tables and shelves during market hours, this



position assists the managers as needed. For example, ensure one of the market managers is available for each market day, help up the manager during the hour before the market opens when some deliveries arrive, arrange for bank deposits at the end of the each market, get change as needed to balance the cash drawer, order supplies needed (bags, stickers, etc.)

- Generate weekly, bi-weekly and monthly reports – the point of sale system has reporting capabilities and tracks sales for each vendor. A system has been developed to take the reports and generate sales reports for each vendor, tally sales across vendors, reconcile sales with cash, credit, etc., to balance income and expenses each week.
- Take inventory after the Saturday market, in order to know what products to order for the next week
- Deliver donations of perishable items to the Community Resource Center for the food pantry on Monday afternoons
- Oversee in general that the market is running smoothly from both Acorn's perspective but also from the customers' perspective
- Report outcome of farmers market to Acorn's Board of Directors at their monthly meeting
- Serve as market manager as needed when others are not available. Learn the Point of Sale system and be present at the market from 1 hour before the market opens to 30-60 minutes after the end of the market

REQUIRED KNOWLEDGE, EXPERIENCE, AVAILABILITY AND EQUIPMENT

This person performing this role will likely need to be at the Acorn building Mondays- Saturdays for times ranging from 5 minutes to several hours. More than half of the hours per week can be done at home. Some tasks need to be done on specific days, other tasks have a flexible schedule.

- A bachelor degree in Business or data management is preferred
- Experience with retail sales in particular food sales is a plus. Experience using a point of sale system is also a plus.
- Knowledge of and passion for the value of eating healthy, buying local foods and supporting local businesses including farms
- Good working knowledge of Excel, Word and Powerpoint using both templates and creating new documents. Good working knowledge of using Goggle Drive for document sharing
- Excellent attention to detail is a must
- Past experience working collaboratively
- Must have a computer in good working condition with Microsoft Office programs including Word, Excel, Powerpoint and must have ability to send and receive emails with attachments via the internet.
- Must have a smart phone for texting and emailing

COMPENSATION

The Consignment Organization Coordinator is a part time, temporary contract position. Compensation will be commensurate with experience.



Acorn Farmers' Market & Café is a non-profit 501c3 organization which is currently operating a farmers market 3 days a week as an interim model while fund-raising and remodeling are done to prepare the store to be open 70-90 hours a week and to run in a manner similar to Argus Farm Stop in Ann Arbor. The interim operation, winter farmers market (and spring farmers market) is open Thursdays and Fridays 3 – 7 pm and Saturday 9 am – 1 pm selling local produce, frozen locally produced meat, honey, maple syrup, etc., plus there is space for up to 4 vendors a day to sell directly to vendors. Items sold on consignment are checked out using a point of sale system and cash, checks, credit cards and CRC wooden nickels are accepted.

Acorn currently has (or will soon have) three contract positions including this contract role (Consignment Operations Coordinator), Market Manager role which is currently being done by two people (total of 20 hours a week) and Organizational Development Coordinator (also approximately 20 hours a week. It is possible that one person could apply for more than one role.

As a contract position, the person accepting this position will be "self-employed" and will receive a 1099 tax form from Acorn Farmers' Market & Café in January 2021. No benefits are included for the contract and the contractor will be paid for the number of hours worked up to the maximum allowed per week.

Please send any questions about the position to 48158food@gmail.com.