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## Primary Farmers Market Team Leader – Job Description

### Duties – Sales Team Leader

- Attend Wednesday, Friday, Saturday and Sunday Farmers Markets in either Washington, DC or Northern Virginia during our main season (from May through November).
- Opportunity is available to attend 1 or 2 markets per week in the winter months and once a month delivery of prepaid produce orders to customers in Vienna, VA, depending on interest of candidate.
- Based upon employee's interest, other work opportunities are available during main season such as packinghouse or office cleaning work, or year-round such as office management. *(For Office Manager position please see separate job description)*

### We are willing to work with the right candidate to customize a job opportunity for them.

*\*Please note, this is not a delivery job – the most important part of the position is managing a team of sales staff to set up a market display, provide good customer service and the sale of fruits and vegetables.*

### Qualifications –

1. Must be available for work most Wednesdays, Friday Saturdays and Sundays from beginning of May through November
2. Valid driver's license
3. Must be willing to drive a box truck to the market and back to the farm
4. Ability to manage and organize a staff of up to 4 people
5. Ability to lift 30 lbs. (crates with apples, peaches, etc.)
6. Provide good customer service - small talk, answer questions & SMILE!
7. Ability to handle money and make change, process credit cards and use digital scales
8. Former Farmers Market experience a plus!
9. Some common knowledge about fruits and vegetables or the interest to learn

### Description –

1. Meet market team members at assigned time at farm/packinghouse in Cashtown (approximately 3 1/2 to 4 hours prior to market opening time). The majority of the produce and supplies are loaded on the market trucks the day before market, a few perishable items need to be loaded the morning of market.
2. Drive box truck one or both ways to market site in Washington, DC or Northern Virginia. (approximately 1 1/2 to 2 hours drive)
3. Help set up stand with tents, crates of fruit/vegetables, boxes, display stands, signs, etc.
4. During the hours market is open:
  - a. Assist customers and answer questions
  - b. Help with sales: weigh fruits & vegetables with digital scales, collect payment from customers
  - c. Cut samples of fruit and make them available for customers.
  - d. Restock display crates and stands as soon as possible.
5. Tear down market stand/display, take down tents, load unsold produce and display materials into truck. (takes approximately 1 hour to tear down the market stand)
6. Drive box truck back to the farm/packinghouse in Cashtown (approximately 1 1/2 to 2 hours drive)

7. Unload any unsold produce, empty crates, market supplies, etc., and put these items away in their designated location. Replace any needed supplies before parking truck. Review sales record for the day, replace change in the money box, and fill in market inventory sheet.
8. Work hours for a 9:00 AM to 1:00 PM weekend market are generally 4:45 AM to 4:00/4:30 PM (an 11 to 11 ½ hour day).

**Market Schedule -**

1. Vienna - Saturdays - 8:00 am to noon
2. Petworth - Saturdays - 9:00 am to 1:00 pm
3. Cleveland Park - Saturdays - 9:00 am to 1:00 pm
4. Lorton - Sundays - 8:00 am to noon
5. Palisades - Sundays - 9:00 am to 1:00 pm
6. Fairlington - Sundays - 9:00 am to 1:00 pm
7. Wakefield - Wednesdays - 2:00 pm to 6:00 pm
8. McLean - Fridays - 8:00 am to noon

**Team Leaders:** One Team Leader will attend every market. The Team Leader is responsible for assigning driving duties, work duties, layout of the stand, approving changes in prices or discounts, etc. Also, any customer complaints will be brought to the attention of the Team Leader.

**Pay & Benefits:**

**For All Markets in October through July**

<i>Not Driving</i>	<i>Driving One Way</i>	<i>Driving Both Ways</i>
\$50 cash + \$18.50	\$60 cash + \$18.50/hour	\$70 cash + \$18.50/hour

**For All Markets in August & September**

<i>Not Driving</i>	<i>Driving One Way</i>	<i>Driving Both Ways</i>
\$60 cash + \$18.50/hour	\$70 cash + \$18.50/hour	\$80 cash + \$18.50/hour

***If candidate chooses to attend markets 3 to 4 times per week as a Team Leader in the main season, other benefits such as limited amount of vacation time, holidays and retirement will likely be offered after the initial 90 days of employment.***

Only one person will be paid as a Team Leader for each market, unless employer appoints an employee as Co-Team Leader for that single market day or at that market for the whole season. Employee hours will be documented by clocking in and out through the Square Teams App on employee’s phone. The pay period runs Tuesday through Monday of each week, with employees receiving their pay by direct deposit on Thursdays.

**Winter Delivery:** Manage customer pickup of prepaid orders from 8 AM to 10:30 AM in a church parking lot in Vienna, VA one Saturday per month in December through March. Work day consists of approximately 7 to 8 hours. Pay for the 2026/2027 winter season is \$150/day.

**Wholesale Deliveries at Market:** From time to time there will be a wholesale order on the truck for another vendor or wholesale customer to pick up at a market. An invoice for this order will be provided. Team Leaders and Team Members will be provided with additional compensation for the additional labor involved with these wholesale orders/deliveries, based off of the number of cases/boxes ordered.

**Driving:** If you are a driver, you may have to go through the scales stations located on I- 270 in Maryland. If you are asked to present your medical exam card, please use the information located in the glove box to explain that drivers of farm trucks traveling to farmers markets are exempt from needing a medical card.