

Winter Market Site Manager & Cafe Operator

The Agi COOP is running a Winter Market starting November 2021 until ~April 2022 that will include a cafe, and several vendors at our Hall. We are in search of a manager for this market who will organize vendors, set up and take down the market, run the cafe and communicate with the Board of Directors See further job description below:

WHEN:

9am to 1:30pm

November to ~ April: Saturdays

Closed Holidays

HOW MUCH:

\$20/ hourly rate logged

WHAT:

This is a contract position.

WHERE:

The Agi Hall

JOB DESCRIPTION:

Proven interpersonal skills are a must for this position along with the ability to problem solve. A sound understanding of the Cooperative constitution, its rules and governance model are also needed for the work - these can be gained during orientation, but the candidate must be willing to take the time to learn them. As well the knowledge of how to run a small cafe.

1. Attend & Manage all on site details of the markets - set ups, take down, vendor and patron issues, market raffle, site prep, hall prep and maintenance etc. approx 4 hours + each market day
2. Receive season and weekly table rental fees, issue receipts and maintain record of all receivables - familiarity with excel an asset
3. Liaison with Board, Bookkeeper/admin, and Co-op manager, on matters concerning markets
4. Problem solve and make sound decisions in line with Coop rules and policy
5. Operate the Agi Winter Market Cafe during market hours
6. Other duties as appropriate and set by the Board