



SEEKING AN ENERGETIC MARKET MANAGER FOR A COMMUNITY FOOD PROJECT IN CARLTON

- Do you believe quality, affordable, culturally appropriate food is a human right?
- Have you got fantastic people skills and project management experience?
- Can you spot the difference between a squash and a zucchini?
- Are you confident operating and promoting a small business? Looking for an entrepreneurial challenge?

If the answer is **YES** then we'd love to have you at The Community Grocer.

ABOUT US

Our vision is for a just food system that ensures fruit and vegetables are socially and economically accessible to everyone in the community.

The Community Grocer is a not-for-profit social enterprise that runs fresh produce markets and programs to increase social, economic and physical access to fresh food. Our markets offer choice and nutrition in a dignified setting, creating inclusive and vibrant gathering spaces.

We address the physical, economic, and social barriers to fresh food access by: holding markets in targeted communities; stocking culturally appropriate produce; creating weekly gathering spaces that celebrate diversity; and ensuring affordability - with prices 24-30% more affordable than any other fresh food outlets within 1km.

THE ROLE - MARKET MANAGER

An opportunity is now available for a dynamic community leader to join The Community Grocer team in the role of Market Manager for the recently relaunched Carlton market. In an exciting growth opportunity we are looking for someone to lead a small team, grow the market customer base and oversee all operational duties required to run The Community Grocer Carlton which operates every Friday 8.00 am – 12.00 pm.

The Market Manager hours on market day will be 7 am – 2 pm for running the market, reporting, and deliveries, with an additional 3 hours self-scheduled for banking, creating signs, price list, volunteer rostering, promotion and partnerships.

However, there is also the potential for this role to instead be for our Fitzroy or Pakenham markets. If you are interested in Tuesdays 8am-3pm in Fitzroy or Thursdays 8am-3pm in Pakenham, please be in touch.

See the attached Position Description for a 10 hour per week role.

POSITION DESCRIPTION

ORGANISATIONAL RELATIONSHIPS

Reports to: General Manager

External contacts: Casual staff, volunteers, local organisations and key stakeholders, suppliers, customers

Location: 480 Lygon St, Carlton

POSITION OBJECTIVES

Reporting directly to the General Manager, the Market Manager will be responsible for the operational management, community engagement and promotion of the weekly market held in Pakenham.

You will be responsible for all elements of the market operations, including volunteer management, stock and cash control, set-up and pack down, sales reporting, and supplier relationships. You will also be required to promote the market and recruit extra volunteers by building and strengthening community partnerships and networks.

KEY RESPONSIBILITIES

- Stock ordering and stock control (including quality assurance)
- Weekly market set-up and pack down
- Volunteer recruitment, rostering and management
- Customer service (including site specific retention and growth strategies)
- Engagement with customers and community to increase customer base
- Cash control and reconciliation
- Managing existing community relationships and creating new ones to increase sales
- Working to agreed budget and key performance indicators
- Completing weekly market sales logs and other tasks for site specific monitoring and evaluation
- Participate in awareness raising, community events and brand representation

SELECTION CRITERIA

ESSENTIAL

Knowledge and Skills

- Demonstrated experience in a social enterprise and/or in a fruit and vegetable market/retail/customer service environment.
- Proven experience recruiting, managing and supervising diverse teams, staff or volunteers.
- Demonstrated ability to deliver outcomes within set timeframes, with highly developed skills to plan and prioritise, work efficiently and multi-task in a fast-paced environment and to work autonomously and as part of a team.
- Highly developed interpersonal skills, with experience in community consultation and promotional activities with individuals, groups, organisations and businesses to build and maintain partnerships.
- Excellent numeracy and literacy skills, including written and verbal communication skills with the ability to use Microsoft Office suite, especially Excel.
- Ability to assist with manual handling tasks and commitment to occupational health and safety.
- Drivers Licence and access to a vehicle for market day.

Personal Attributes

- Warmth and energy – an ability to oversee a public space and enjoy interactions with a diverse range of individuals. It is your energy that sets the tone for the whole market!
- Flexibility - demonstrated ability to adapt and be responsive in a work environment. A willingness to take on new challenges and adjust plans to meet new priorities. You are working in the elements (open-air markets) and with perishable products – every market is different.
- Initiative - demonstrated tendency to contribute ideas and initiate new ways of working. This role is very entrepreneurial and autonomous.
- Celebrate Diversity – any given market will have upwards of 30+ nationalities represented so the ability to celebrate the unique differences in our cultural backgrounds and practice patience and understanding around any potential language barriers is essential.

DESIRABLE

- Experience in food security, community development, social work, nutrition or related roles, preferably in Australia.
- Good understanding of fruit and vegetable varieties, seasonality, handling and storage.

REMUNERATION

The Market Manager will be a casual employee and paid \$30.95/hour (Level 4 - General Retail Award).

Hours are set at 10 hours per week. The hours for each market include:

- Market day set up/ trading/ pack down/ deliveries (7 hours)
- Ordering and volunteer recruitment and rostering time (1 hour)
- Cash sorting, reconciling and reporting time (1 hours)
- Community and partnership development (1 hour)
- Participation in team meetings (as required)

For further information on The Community Grocer refer to our website:

www.thecommunitygrocer.com.au

Role to commence ASAP.

Applications close 27/2/23 but will be assessed on an incoming basis so apply early.

Email applications to Tess Gardiner at careers@thecommunitygrocer.com.au using the subject line: "Application Carlton Market Manager", and must include:

- A cover letter outlining your interest in the role (1 page)
- A one page resume
- Your suitability according to the essential selection criteria, including personal attributes (2 pages)

For any questions about the role please contact Tess on tess@thecommunitygrocer.com.au