



Farmgate at the Pier, Cairns every Saturday

JOB DESCRIPTION FOR FARMGATE MANAGER

Background: The Network for Sustainable and Diversified Agriculture is a regional not-for-profit organisation the purpose of which is to collectively promote and coordinate activities and information that will assist in the implementation of sustainable and diversified agriculture in North Queensland. NSDA is run by a Management Committee.

Farmgate local food and produce market has been operating at the Pier in Cairns for the past 7 months. An average of 30 -40 stallholders attend the market.

The Market Manager will be required to work 2 days per week. The work entails the following activities:

- Setting out tables Friday afternoon (1^{1/2} hours)
- Setting up the market at 6.30am every Saturday and closing down the market at 2.30pm (finish approx 3.00 – 3.30pm)
- Being present during market day for stall holder support and customer enquiries
- Manage the NSDA local foods stall which involves placing the orders, laying out and labelling produce and pricing products
- Collect and record the stall fees at the end on the day - the procedure has already been established
- Invoice stall holders
- Take new stall bookings and undertake induction process for new stallholders
- Maintain communication with existing stallholders re attendance and organisational issues
- Ensure all Farmgate provisions are supplied (e.g. plastic bags, power cords, labelling)
- Help organise entertainment
- Liaise with NSDA Marketeer and Management Committee

SKILLS REQUIRED

- The work is physical in nature – carrying tables, umbrellas and bases, lifting cartons etc.
- Computer competency necessary – communication is largely by email
- Basic entry ledger skills

SELECTION CRITERIA

1. Highly motivated and energetic, with a proven ability to work unassisted
2. Knowledge and background in the rural community and food industries an advantage
3. Well presented and capacity to communicate with wide range of people

4. Interpersonal skills
5. Own car and drivers licence

Payment:

The wage per week is calculated on a rate of \$20.5 per hour at an estimated 16 hours per week plus an allowance for general expenses of \$25. Superannuation paid will be 9% of the gross wage (paid to a fund of choice).

Reporting: The Farmgate Manager reports to the NSDA Management Committee

While the Management committee will provide support as required the position of Farmgate Manager is an autonomous position requiring a high level of intelligence and flexibility, creativity and honesty. The Farmgate Manager is an important position requiring a professional attitude and well balanced outlook.

Application: Apply by email outlining capability to undertake the role, names and contact details of 2 referees and attach evidence of skills competency

Apply to: Anthony Fermo [biochicken@bigpond.com]