

Farmers' Market Information Booth Part-Time Contract

The **St. Jacobs Farmers' Market** is looking for an **energetic and customer service-focused** individual to join the team. This role offers a unique opportunity to help establish and operate a **new Information Booth** at the market, providing direct support to visitors and vendors. The successful candidate will report to the Market Manager and assist with day-to-day operations, customer service, and market administration. This position is pre-dominantly outside.

Duration: May 2026 – October 2026

Hours: 14 to 24 hours/week

Schedule: Thursdays 8am-3:30pm (May to October), Saturdays 7am-4pm (May to October), Tuesdays 8am-3:30pm (mid-June, July, & August)

Required Qualifications:

- Strong communication and problem-solving skills.
- Previous customer service experience is considered an asset
- Ability to work independently and take initiative.
- Previous cash handling experience is an asset.
- Comfortable working outdoors and walking up to **2km per shift**.

Primary Responsibilities

Farmers' Market Information Booth:

- Play a key role in launching and running the new **Information Booth**, ensuring it becomes a go-to resource for visitors.
- Assist guests in finding vendors and products.
- Front line customer service including relaying first-aid incidents, lost children/seniors, and other market day incidents
- Provide general market information, including promotions, events, and market history.
- Complete transaction sales of Market merchandise
- Gather customer feedback and relay insights to Market Management.

Marketing & Events:

- Assist with content collection, creation, scheduling as needed.



- Reply to customer DMs and comments on social media

Other Duties:

- Assist with closing and securing the property at the end of the market day
- Other responsibilities as assigned.

Interested applicants should submit their **resume and references** to stjacobsjobs@gmail.com . Only applicants that are selected for an interview will be contacted.

Schlegel Urban Developments is an **equal opportunity employer**. If you require assistance with the application process, please reach out to the email listed above.