



Position: Food & Health Fellow

Posting Date: March 2020

Start Date/Positions Available: May 2020

POSITION SUMMARY

Eastern Market Partnership (EMP), the 501(c)(3) non-profit that manages and promotes Eastern Market on behalf of the City of Detroit, operates seasonal farm stands and tasting stations to improve access to healthy, affordable, and culturally appropriate food. EMP also provides nutrition assistance programs such as Supplemental Nutrition Assistance Program (SNAP), Double Up Food Bucks, WIC Project Fresh, Senior Market Fresh, and Fresh Prescription at the Eastern Market and at Farm Stand sites.

Food & Health Fellows will provide operational support to these programs:

- **Eastern Market Farm Stands:** Fellows will sell produce at small farmers markets, community, corporate, and healthcare sites. Fellows will be responsible for organizing, storing, transporting, displaying, and selling produce at each Farm Stand site. This portion of the job is labor intensive with long, fun days outside on your feet lifting and carrying supplies and produce.
- **Nutrition Assistance Programs:** Fellows will provide operational support to the nutrition assistance programs at the Eastern Market on Tuesdays, Saturdays and Sundays along with at the farm stands. This work includes managing the Welcome Center and Shed 5 along with accepting alternative currencies at Farm Stands.

The Food & Health Fellow opportunity is a seasonal (June - October) part-time position requiring a 20-25 hours per week commitment as well as training in May. EMP expects to build a 30-person team who will learn from and engage with a variety of experts and organizations working to build a more inclusive, resilient, and robust regional food system.

RESPONSIBILITIES

Farm Stand:

- Set up farm stands (includes marketing and merchandizing of displays)
- Properly load and unload vehicles and store produce
- Assist customers with prompt, friendly service
- Properly record inventory and sales through our point-of-sale device
- Educate customers on preparation of local produce while delivering excellent customer service
- Execute sales of multiple currencies and maintain financial records
- Participate in mandatory bi-weekly meetings and skill building trainings
- Follow Food Safety procedures throughout Farm Stand operations

Nutrition Assistance Programs:

- Operate the Bridge Card and Double Up Food Bucks token exchange for Market customers/vendors including dispensing tokens to customers and redeeming tokens for vendors on Tuesdays, Saturdays and Sundays
- Deliver excellent service, exhibit a positive attitude and enthusiasm especially during peak times
- Keep the locations clean and inviting to shoppers and vendors
- Become familiar with general market operations and district business locations to be able to answer visitor questions

QUALIFICATIONS

- Willingness to learn about food systems while having fun and working hard
- Availability evenings and Saturdays
- Must be 17 years of age or older

PREFERRED SKILLS

- Valid driver's license
- Dependable & responsible, outgoing & enthusiastic
- Ability to maintain high levels of customer service in a fast-paced environment
- Strong communication and interpersonal skills
- Ability to work in small teams
- Physically able to set up equipment, stand/walk during shifts, and carry 50+ lbs.
- Basic math literacy and cash handling skills
- Ability to operate iPad applications with training
- Detail - oriented

COMPENSATION

- Hourly rate of \$10.00/hour
- This is a part-time, summer fellowship, 20-25 hours per week
- Vacation, Health Insurance, and Retirement are not available

HOW TO APPLY

To apply for a Food & Health Fellow position, please send a letter of interest and your résumé to nhellar@easternmarket.org by Friday, April 3, 2020 as follows:

- Please put "Food & Health Fellow 2020" in the subject line of the email.
- Do not exceed one page in length for the letter of interest
- Do not exceed two pages in length for your résumé.
- PDF Preferred

Please follow all the above submission guidelines. We look forward to receiving your application. Eastern Market Partnership conducts background and motor vehicle record checks on all job applicants following a conditional offer of employment.

Eastern Market Partnership is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.