



Position: Food & Health Fellow
Posting Date: November 2021
Start Date/Positions Available: ASAP

POSITION SUMMARY

Eastern Market Partnership (EMP) is the 501(c)(3) non-profit that manages and promotes Eastern Market on behalf of the City of Detroit. At Eastern Market Partnership, diversity is an integral part of our history, culture, and identity. We strive to create an inclusive environment where all forms of diversity are respected and valued. We strongly encourage applicants of all backgrounds to apply.

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

- **Eastern Market Welcome Center** Fellows will assist market shoppers with information and food assistance programming. This role is the customer service face of the market to our Saturday shoppers and customers using food assistance.
- **Eastern Market Online & Curbside:** Fellows will distribute online orders to Eastern Market Shoppers. This role is a part of our team that runs curbside service and distributes farm boxes as well as other products from market vendors.

This Food & Health Fellow opportunity is a seasonal part-time position requiring Saturday commitment with opportunity to work with the market in other capacities as available.

RESPONSIBILITIES

Welcome Center:

- 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
- Maintain detailed financial records of transactions during the market day
- Become familiar with general market operations and district business locations to be able to answer visitor questions

Eastern Market Online & Curbside:

- Distribute and pack Eastern Market Curbside Orders at the market on Saturdays.
- Properly handle and store produce and food boxes, value added items and other products.
- Set up and tear down the food box building area, maintaining a clean environment.
- Provide customer service to Eastern Market Online Curbside customers.

QUALIFICATIONS

- Saturday availability
- Willingness to learn about food systems while having fun and working hard.
- Ability to work with people from diverse racial, ethnic and socioeconomic backgrounds.
- Must be 17 years of age or older.
- Moves equipment weighing up to 50+ lbs, set up necessary equipment, and remain in a stationary position during shift.

PREFERRED SKILLS

- Valid driver's license
- Ability to maintain quality customer service in a fast-paced environment.
- Strong communication and teamwork skills
- Basic math literacy and cash handling experience
- Ability to operate iPad applications with training.
- Demonstrated understanding of cultural differences.
- Detail – oriented

COMPENSATION

- Hourly rate of \$15.00/hour
- This is a part-time fellowship, 10-15 hours per week. This position will start with us this Winter and has the potential to follow into the full fellowship program in Spring 2022.
- Vacation, Health Insurance, and Retirement are not available

HOW TO APPLY

To apply for this position, please send a short paragraph about what excites you about working for the market and your résumé to foodbox@easternmarket.org. PDF resume Preferred.

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.