

Position Title: **Newport Market Lead**

Location: Newport

Supervisor/Manager: Markets Coordinator



Compensation: **\$18-\$21/hr** depending on experience

Employment type: **part-time / 1 day per week - Seasonal Dates: March 28th – November 21<sup>st</sup> 2026**

### **Benefits:**

- An abundance of Organic produce for your household
- Generous food & drink vendor trade allowance + Bakery perks at market
- 15% discount on any added value products, and at our farmstand and on-farm restaurant

### **Summary**

Gathering Together Farm is a Certified Organic, diversified fresh market vegetable farm. We pride ourselves on creating a friendly, informed, and community-oriented market experience. We value a collaborative work environment, and our success is driven by the energy our market team brings to work. We want marketeers to connect with our customers and the farm-based team, and to stay educated about the produce we grow. Marketeers are the face of the farm; passionate, creative, and organized people are greatly desired. Our Market Leads coordinate this symphony of good food and good people, and they are the vital connection between the market team, customers, and the farm!

### **The Role**

We're seeking a responsible and highly motivated person, who loves good food and building community, to lead our Saturday Newport Market team

In collaboration with our Markets Coordinator, the Newport Market Lead will play a pivotal role in both the function and feel of GTF's market booth, as well as being responsible for communicating with farm management, helping with hiring, supervising and training new marketeers, and the oversight of market equipment and logistics.

This position is intended to be an ongoing position moving into subsequent market seasons, with the markets taking a break between Thanksgiving and New Year each year. This person should reside in the Newport area.

This position can be incorporated into another part-time or full-time position on the farm team, as and when other positions are opened.

### **Core responsibilities**

This position is responsible for safely loading/unloading and driving a small equipment truck, coordinating all the activities of the market booths, scheduling & managing staff, while representing GTF in a positive, professional manner, and providing great customer service to retail customers and restaurant buyers at the market. Experience in fresh produce retail, food service, or farming is highly desired.

## **Essential Job Functions – Summary**

*(A detailed breakdown of all job functions and responsibilities is available upon application)*

The Newport Market Lead is responsible for market logistics and ensures the market is functioning properly by providing Daily Staff Leadership and:

- Drive equipment truck to the Market Location. Refuel when needed. Alternatively, delegate driving to a trusted and trained marketeer.
- Work with the market team in unloading and building the canopy and display. And at end of market put it all away safely and in an organized manner.
- Time tracking for each marketeer's shift on digital app.
- Review inventory sheet, decide on booth layout, and delegate display and set-up tasks to marketeers
- Ensure displays are maintained to appropriate standards, ease of customer access, coordinate the restocking responsibilities
- Assess staffing needs throughout the day.
- Monitoring ongoing sales and inventory levels, and adapting prices to maximize sales
- Competency in handling cash and card transactions, rapid mental arithmetic, and using Square POS systems. Report market token counts.
- Handle payments from restaurants and other special-order customers.
- Scheduling and communicating staffing needs to Markets Coordinator
- Safety

## **Minimum Requirements:**

- Physically capable of standing for long periods of time, lifting totes up to 50 lb, moving heavy display racks and materials above shoulder height.
- A Valid Oregon Driver's License is required; for insurance purposes, no moving violations permissible in the previous 2 years
- The ability to safely and confidently operate a 16 ft. Automatic box truck.

## **Preferred Skills & Experience:**

- Some leadership or management experience
- Retail work experience, handling cash and card sales
- Knowledge of and interest in fresh produce & cooking, gardening or farming

Please email your application, resume, and cover letter, attaching them as separate documents, highlighting relevant experience to: [markets@gatheringtogetherfarm.com](mailto:markets@gatheringtogetherfarm.com)

with the words "Newport Market Lead" in the subject line. Email contact only please

*revised January 2026*