



**Employer:** Eastern Market Corporation

**Position:** Food & Health Fellow

**Posting Date:** March 2017

**Start Date/Positions Available:** 1 position available early April; 14-16 positions available early June 2017

### **POSITION SUMMARY**

Eastern Market Corporation (EMC), the 501(c)(3) non-profit management and development organization of the Eastern Market, operates seasonal farm stands at various locations and food assistance programs at the market to improve fresh food access in the City of Detroit and beyond. Food & Health Fellows will provide operational support to these four programs:

- Eastern Market Farm Stands sell produce at small farmers markets, community, corporate, and healthcare sites. In the 2017 season, the Food & Health Fellows will serve as healthy ambassadors to over 19 weekly partner locations from early-June through mid-October, while also learning about the challenges and opportunities of building a sustainable regional food system. Fellows will be in charge of purchasing produce, storing it properly, and bringing it to 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.
- Eastern Market Tasting Stations set up nutritional education tables inside grocery stores and other locations to engage customers in conversations about healthy eating. These tables will also feature food samples and corresponding recipe cards.
- Food & Health Fellows will provide operational support to the food assistance programs at Eastern Market on Tuesdays and Saturdays. A core component to increasing people's access to healthy food includes facilitating food assistance programs that allow eligible recipients to purchase food at the Eastern Market.
- Grow Eastern Market's (GEM) mission is to increase access to local produce by brokering farm-to-fork relationships with distributors and institutional buyers (chefs, restaurants, schools, grocery stores and other wholesale markets) to create and expand new market channels for Michigan's small and emerging growers

The Food & Health Fellows will be exposed to a diverse array of customers and colleagues during Farm Stand, Tasting Station, food assistance program, and GEM operations. This position offers an opportunity to gain in-depth knowledge and training in entrepreneurship, community development, regional food systems, nutrition, marketing, sales, food safety, food procurement, and basic open-book finance. Opportunities for professional development will be available throughout the season.

The Food & Health Fellow opportunity is a seasonal (June-October) part-time position requiring a 25-35 hour per week commitment. EMC expects to build a 14 to 16 person team who will learn from and engage with a variety of experts and organizations working with EMC to build a more inclusive food system. This is a unique opportunity to work with one of the oldest public markets in the United States and southeast Michigan's undisputed historic urban food hub.



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## **RESPONSIBILITIES**

### Farm Stand:

- Participate in one week training program
- Set up farm stands (includes marketing and merchandizing of displays)
- Properly load and unload the van and store produce
- Assist guests with prompt service in sale of produce and specialty foods
- Educate guests on preparation and handling of local produce
- Execute sales and maintain financial records
- Collaborate with team on produce procurement, inventory, and purchasing

### Tasting Station:

- Set up tasting stations at scheduled site
- Educate guests on nutritional and culinary uses of local produce
- Track the number of participants at all events
- Assist with one-on-one and group technical assistance for program participants
- Present nutritional demonstrations
- Properly handle kitchen equipment

### Food 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 Saturdays and Tuesdays
- Process paperwork for the Senior/WIC Project FRESH program
- Deliver excellent service to both internal and external customers, exhibit a positive attitude and enthusiasm toward the job and company, particularly with customers, vendors, staff members and during peak times
- Keep the Bridge Card 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

### GEM:

- Collaborate with GEM Program Manager to develop and execute efficient cost effective route schedule and product receiving protocol
- Record weekly program metrics as decided
- Coordinate communications between farm and manage to assure that each order is correctly filled and inspect while at the farm: product freshness, order accuracy, proper packaging and labeling
- Coordinate farmer participation, produce procurement, display, sales, and inventory for once a week EM Wholesale Market
- Assist manager with product inventory management
- Participate in twice monthly team meetings



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### **QUALIFICATIONS**

- Interest in food, social justice, entrepreneurship, and urban revitalization
- Willingness to learn about food systems while having fun and working hard
- Dependable & responsible, outgoing & enthusiastic
- High level of organizational multitasking skills
- 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
- Availability evenings and Saturdays
- Basic math literacy and cash handling skills
- Detail - oriented
- Valid driver's license
- Must be over 17 years of age

### **COMPENSATION**

- Hourly rate of \$10.00/hour
- This is a part-time, summer fellowship, 25-35 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.com](mailto:nhellar@easternmarket.com) by **12:00 am EST on Tuesday, April 4, 2017** as follows:

- Submit as single PDF or word document
- Do not exceed one page in length for the letter of interest
- Do not exceed two pages in length for your resume.
- Please put "Food & Health Fellow 2017" in the subject line of the email.

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