

Job Identification	
<p>Title: Farmers Market Logistics Lead Location: 105 Lakeshore Rd W& Elmwood Lot Category: Seasonal Contract</p>	<p>Department: N/A Reports To: Executive Director Direct Reports: N/A</p>
Summary	
<p>Reporting to the Executive Director, the Logistics Lead is responsible for ensuring the smooth execution of the weekly Port Credit Farmers Market with special attention on event set up, tear down, and logistics. The Logistics Lead will work closely with the Executive Director and Customer Service Lead to deliver a successful, positive, and safe community event.</p>	
Identified Tasks	
<p>Seasonal Farmers Market</p> <p>Market Planning:</p> <ol style="list-style-type: none"> 1. Coordinate logistics, delivery, and placement of Market storage units, wash stations, and washroom facilities 2. Coordinate all Market equipment and storage pick up and drop off 3. Arrange for weekly no-parking signs at the Elmwood Lot 4. Empty and pack storage unit 5. Create inventory list and manage inventory 6. Attend to any other requests by the Executive Director/PCBIA Staff <p>On-Site:</p> <ol style="list-style-type: none"> 1. Arrange any necessary towing 2. Site clean up before vendors arrive 3. Set up site boundary lines with pylons and barricades 4. Set up Market entrance and exits with pylons and ropes 5. Inform and direct vendors to parking area 6. Assist vendors into market and direct to assigned stall (vehicles to be removed by 7:30 a.m.) 7. Assist artisans into market and direct to assigned stall (vehicles to be removed by 7:30 a.m.) 8. Assist community partners into market and direct to assigned area 9. Set up hand washing station 10. Set up and maintenance of on-site washroom facilities 11. Set up canopies with 4 weights, 1 table, 2 chairs (PCBIA, Community, Promo tents) 12. Set up umbrellas with stands (5) for artisans 13. Set up hand sanitizing stands and stations 14. Set up garbage cans (4) with new bags 15. Set up Farmers Market banners along barricades 16. Set up tear drop banners (4) with weights along the road 	

17. Survey market for safety issues and ensure ongoing communication with the Market staff and volunteers
18. Provide ongoing support to Market vendors, artisans, and guests

Tear Down:

1. Take down all banners and signage and return to storage
2. Tear down and storage of hand-washing stations
3. Empty garbage bins
4. Storage of umbrellas, tables, chairs, sanitizer stands, and garbage cans
5. Tear down and storage of canopies, site boundaries, and entry/exit stations
6. Assist all vendors and artisans with loading out of the Market
7. Return all equipment to Market POD in an organized manner (2:00 p.m.)
8. Ensure POD and washroom facilities are locked and secure
9. Ensure Market area is cleared by 3:00 p.m.

Reporting:

1. Ensure any issues and updates are communicated to the Executive Director in a timely manner

Community:

1. Represent the Port Credit Farmers Market and the PCBIA with the utmost integrity and professionalism

Qualifications

1. Excellent time management and the ability to prioritize work
2. Strong professionalism and customer service
3. Self-starter with excellent problem-solving skills and a “can-do” attitude
4. Responsive and adaptable
5. Must be able to stand for long periods of time
6. Must be able to lift a minimum of 50lbs