



**Wholesale Greenmarket Site Manager**  
GrowNYC, formerly Council on the Environment of NYC  
[wholesale@greenmarket.grownyc.org](mailto:wholesale@greenmarket.grownyc.org)  
(fax) 212.571.0778

## Organizational Information

Wholesale Greenmarket (WGM) is a program of GrowNYC (<http://www.grownyc.org>) and Greenmarket. The Wholesale Greenmarket is NYC's only wholesale farmers market, an open air, night-time market located at the New Fulton Fish Market in the Bronx, dedicated to farmer-direct sales in wholesale quantities. GrowNYC plans to expand and develop the market, to provide small and mid-scale regional growers with a desirable, stable, and lucrative market and to ensure a continuing supply of affordable, fresh local produce to New Yorkers.

## Position Summary

GrowNYC is searching for a flexible, highly organized, reliable person to serve as the on-site manager of NYC's only farmer-direct wholesale market, a market of 12-20 growers. An ideal candidate will have professional experience in market management, regional agriculture, food distribution, produce handling and receiving, farmer direct sales/marketing, food procurement/purchasing, and/or traffic control/flow. This position is located on site at the Wholesale Greenmarket, on the Hunts Point peninsula in the Bronx, and at the Wholesale Greenmarket office on Chambers Street in lower Manhattan. At least 2 mornings a week, 2:00 am - 8:00 am, will be spent at the market, with two to three days spent in the office or in the field promoting the market to potential buyers and assisting Wholesale Greenmarket Coordinator. The Wholesale Greenmarket Site Manager will report to the Greenmarket Director and Wholesale Greenmarket Coordinator. Additional responsibilities are listed below. This is a full-time, seasonal position, through November 2011.

## Responsibilities

- Assume on-site managerial responsibilities including farmer location placement, traffic flow, site maintenance (including general cleanliness and attractive product presentations) and signage maintenance.
- Enforce the Wholesale Greenmarket's rules and regulations, including sanitation and food safety.
- Track visitors to and sales at the market.
- Prepare and send weekly product availability reports to buyers.
- Serve as the "face" of the market, lead the market's customer relations, including matching new market visitors with farmers who might best suit their product specifications.
- Liaise between GrowNYC office staff, farmers and the Wholesale Greenmarket's landlord.
- Ensure that advance orders are met and handled efficiently.
- Physical requirements, including working outdoors in all weather conditions, standing and walking for extended periods, working nighttime and very early morning hours.
- Conduct promotions to potential customers in the field.
- Update spreadsheets and market materials as the season progresses.
- Compile market news, data, and availability lists into reports on regular basis.
- Represent market at special events

## Ideal Qualifications

- Professional experience in market management, regional agriculture, food distribution, produce handling and receiving, farmer direct sales/marketing, food procurement/purchasing, and/or traffic control/flow.
- Bilingual Spanish/English are preferred.
- Strong communication and problem solving skills
- Ability to multi-task, and work individually or in a group
- Knowledge of Microsoft Office preferred, Adobe Creative Suite a plus

**Salary Range**

Commensurate with experience.

GrowNYC/Greenmarket is an Affirmative Action Equal Opportunity Employer and hires without regard to race, gender, religion, age, sexual orientation or physical disability. Please email resume and cover letter to [wholesale@greenmarket.grownyc.org](mailto:wholesale@greenmarket.grownyc.org). No phone calls please.