



WATERLOO RESIDENTS' MARKETS and GARDENS INCORPORATED

DUTY STATEMENT – MARKETS ASSISTANT

POSITION	MARKET PROJECT ASSISTANT	STATUS	PART-TIME EMPLOYMENT	SUPERVISOR	WATERLOO RESIDENTS MARKETS and GARDENS ASSOCIATION (WRMAG Inc) Market Coordinator
COMMENCEMENT DATE	TBA	PAY RATE	NIL	POSITION STATUS	VOLUNTARY ONLY
TOTAL EMPLOYMENT HOURS	FLEXIBLE, however position holder MUST be prepared to spend SIX HOURS at the Markets every Friday while trading is conducted. Assistants are expected to attend Association General meetings when required.	WORKING LOCATION	MARKET ACTIVITIES: Carpark behind the Marton Building, in Cope Street, Waterloo. MEETINGS: Community Office, Ground floor, Marton Building, Cope Street, Waterloo	ADDITIONAL HOURS REQUIRED	In addition to attending Association meetings and the Markets each Friday, Markets Assistants may, from time to time, be required to undertake additional hours to assist the Markets Coordinator.

KEY RESPONSIBILITIES

<p style="text-align: center;">SET UP MARKETS SPACE EACH TRADING DAY.</p> <p style="text-align: center;">Ensure WRMAG Inc's policies are adhered to.</p> <p>Provide Markets Coordinator with regular verbal reports about Markets activities.</p> <p>Dismantle and store all equipment used during the Market trading sessions.</p> <p>Assist and cooperate with other voluntary Markets Assistants, to ensure the smooth running of the Markets.</p>	Work cooperatively with the Markets Coordinator and other Markets Assistants to ensure the Market stalls are set up in a safe and professional manner.
	Make the Markets Coordinator aware of any problems that occur during stall trading periods or any issues relating to the Markets.
	Work cooperatively with the Markets Team to ensure all the goods being sold meet the WRMAGA Inc's strict policies.
	Work cooperatively with the Markets Coordinator and other Markets volunteers to ensure stallholders adhere to WRMAGA policies.
	Provide practical assistance to stallholders when required.
	Ensure all stallholders complete registration forms and they pay the stall hiring fee EACH day they trade.
	Under no circumstance are Markets Assistants to accept any money from stallholders. Advise stallholders to pay all money directly to the Markets Coordinator or the Association Treasurer.
	Assist the Markets Coordinator to train new volunteers who join the Markets project.
	Attend WRMAG Inc committee meetings or other community based meetings if required.
	Consistently perform tasks in accordance with the association's professional standards and deliver the highest level of customer service when interacting with other volunteers, committee members and the public.



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TO BE SIGNED BY THE AUTHORISED ASSOCIATION OFFICER AND THE SUCCESSFUL CANDIDATE UPON APPOINTMENT TO THE POSITION.

ACCEPTANCE OF DUTIES OUTLINE IN THE JOB DESCRIPTION

ASSOCIATION OFFICER'S NAME		ADDRESS	
POSITION/ROLE			
PHONE			
<p>Below - For the successful candidate.</p> <p>I have read the roles and responsibilities contained in this Job Description and agree to accept them as stated, without reservation.</p>			
CANDIDATE'S FULL NAME		ADDRESS:	
Email Address			
CANDIDATE'S SIGNATURE		DATE	I hereby authorize the appointment of the candidate named herein and wish the new Markets Coordinator success in the role. ASSOCIATION PRESIDENT'S SIGNATURE: DATE:
WITNESS		DATE	