

FMS Manager Duties and Expectations

- Prepare and process applications
 - Submit new applications to the board for jurying
 - Communicate with applicants in regards to their denied or accepted applications
- Book music and entertainment for the Farmers' Market
- Order FMS merchandise
- Apply for grants to fund Double Up Food Bucks
- Attend board meetings
- Attend every Saturday and Wednesday market
 - Set up/take down manager's booth
 - Assign booth spaces to non permanent vendors
 - Set up/take down street barricades
 - Set out directional signs around town
- Market Days
 - Answer questions from customers
 - Run EBT machine
 - Sell FMS merch
 - Take payments from daily vendors
 - Ensure all vendors are following the rules and regulations of the market
 - Track attendance, sales, EBT, and any rule infractions
- Answer emails and phone messages in a timely manner
- Check the FMS post office box and distribute mail to the appropriate board member
- Plan special events including-Taste of the Market, Opening Day, Kids' Day, and Harvest Fest
- Handle all advertising including-Reader bi-weekly ads, social media, and any other advertising
- Update the website
- Be in communication with the City of Sandpoint for the Market's contract and any issues
- Be in communication with the Panhandle Health District to ensure that all vendors are in compliance with local laws
- Ensure that all vendors have completed their sales tax forms, have proper licensing, and make payments on time
- Enter all payments into QuickBooks weekly, make deposits, and communicate with the FMS accountant about monthly reports