



Market Center Associate Position Description

Overview of Market Center Associate (PT)

The Market Center Associate is directly responsible for the prompt, efficient, and courteous service of guests and visitors of Findlay Market.

Market Center Associate Role Description

Findlay Market is Ohio's longest running public market and an historic landmark. The Market Center is the main information center for market shoppers and tourists. The Market Center Associate is responsible for answering guests' questions and handling all sales of Market Center merchandise and DCI gift cards. In addition, the Associate is expected to assist with the inventory process and market promotions.

It is expected that the Market Center Associate maintains an appropriate amount of inventory, stocks shelves and ensures cleanliness and organization of work and storage areas.

The Market Center Associate's success will be measured in part by the following goals:

- Support cultural and income diversity at Findlay Market.
- Retain existing and attract a new shopper base.

The Market Center Associate will have the following detailed responsibilities:

Principal Duties & Responsibilities:

- Customer Service
 - Greet visitors and provide information about Findlay Market
 - Answer questions about upcoming events and activities at the market
 - Maintain a customer-friendly attitude when interacting with visitors
- Sales and Cashier Duties
 - Manage transactions of market merchandise
 - Manage transactions of DCI gift card sales while providing quality customer service
 - Manage Red Bike Go transactions
 - Organize credit card and DCI receipts
 - Help implement fundraising initiatives
- Clerical Work
 - File market promotion memos
 - Collect work order forms



- Inventory
 - Take weekly and monthly inventory
 - File inventory request forms
 - Check inventory deliveries

Values, Skills, Knowledge and Abilities:

- Person must be self-motivated, dependable, and good with people
- Must be at least 18 years of age, or 17 with High School diploma or GED
- Provide own transportation to and from work
- Have a valid Driver's License
- Must be able to do moderate physical work (examples include: standing at cash register, sitting at front desk for several hours, climbing stairs, moderate lifting up to 30lbs, placing/removing inventory from shelves, setting up and taking down for programs)
- Customer service skills required
- Cashier/inventory/retail shop experience preferred
- Computer skills required
- Demonstrated ability to work in a proactively diverse and inclusive organization
- This is a part-time position. Applicant must be able to work weekend and weekday hours.

Application information

- To apply, please fill out this online application: [Market Center Associate Application](#)
- For questions, please email info@findlaymarket.org