



COMPANY Downtown SLO
CITY San Luis Obispo, CA
JOB TITLE Events Assistant
HOURS Part-Time, 6 Hours/Week

LOCATION Thursdays In Office, 4 - 10 PM
REPORTS TO Farmers' Market Manager
PAY \$17/hr - \$21/hr
START DATE As soon as possible

JOB DESCRIPTION

Events Assistants will assist with producing the weekly Downtown SLO Farmers' Market. Qualified candidates will have strong customer service skills, be team-oriented, and have the ability to think on their feet. This job requires lifting heavy objects and setting up event equipment. Working conditions are primarily outside, with occasional in-office hours.

Events Assistants are required to be at the market **every Thursday year-round** (4 PM to 10 PM March through October, 3:30 PM to 9:30 PM November through February) unless absence is pre-approved or the market is canceled.

Requirements:

- **Reside in SLO County or SB County year-round and be able to work high school/university summer, winter, and spring breaks**
- Maintain, distribute, and collect operational equipment as needed
- Assist with vendor load in & out
- Provide vendor support during event setup, operation hours, and teardown
- Resolve issues that arise with vendors and customers
- Monitor the market during operation hours to ensure a safe and enjoyable experience
- Address unauthorized vendors and dogs within the market boundaries
- Help staff the information booth and EBT booth as needed
- Assist with general set up and cleanup of the market and our Information Booth
- Be comfortable working in various types of weather
- Be able to stand and work on your feet for the majority of said shift

The above requirements are not inclusive. Other tasks may be assigned as needed.

Desired Qualifications:

- 1-2 years of experience in the food industry or event industry

- Familiarity with the San Luis Obispo community
- Familiarity with POS systems
- Detail-oriented and customer service-oriented
- Ability to work as part of a team and give and take direction
- Ability to work in a fast-paced environment

TO APPLY

Please email a resume and cover letter to:

Reagan Ryder Smith

Farmers' Market Manager

Reagan@DowntownSLO.com

*Downtown SLO is an equal-opportunity employer.
This position will remain open until filled.*