



Assistant Market Manager

About Foodwise: Foodwise is a nonprofit organization dedicated to championing an equitable and sustainable Bay Area food community through farmers markets and education programs. We envision a fair and regenerative food future that nourishes all people, local economies, and the living earth. We seek passionate, mission-driven individuals who believe in the transformative power of local food and education.

Job Summary: The Assistant Market Manager works collaboratively with the Market Manager and Operations team in a fast-paced and dynamic environment. This position helps to represent Foodwise to the community, and will have leadership responsibilities that require balancing diplomacy and high emotional intelligence, with boots on the ground, physical work. This position helps the Market Manager to oversee the daily onsite operations, including interfacing with market sellers, community partners, and customers, at the Alemany Farmers Market and Mission Community Market. Importantly, this position will assist with financial reporting, and administrative tasks related to these markets on non-market days. This role ensures smooth market logistics, and maintains equipment and storage spaces at each market site. The Assistant Market Manager reports to the Operations Market Manager and Director of Operations.

Responsibilities

Market Operations (65%)

- Assist with daily market logistics for all market sites, including but not limited to: transporting equipment and supplies to market; coordinating logistics, physical setup/breakdown and administering info booth services and transactions.
- Maintain Foodwise market/event equipment, storage, and merchandise inventory, providing monthly reports as requested.
- Ensure the markets, info booth, and customer areas are set up safely and with consistent standards to create the best visual impact and to create an extraordinary customer service experience for the public and farmers.
- Assist with internal market inspections daily to ensure compliance with safety, health, and CDFA regulations.
- Liaise with Fire and Health Inspectors and conduct regular safety checks as required.
- Help with collecting seller-required documents, including weekly collection, reimbursement, and load list tracking.
- Actively participate in a culture of teamwork, hospitality, and professionalism within the junior staff working.
- Specific to the Alemany Farmers Market, this position liaises with security and custodial staff contracted by the Real Estate Division of the City of San Francisco.

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Administrative Duties (20%)

- Submit market reports, and logging of absent vendors and market incidents.
- Assist Operations Market Manager with a physical map for each market day based on seller attendance and regularly updating the shared operations attendance log for e-letter and invoicing.
- Assist with CDFA quarterly and annual reporting.
- Participate in daily reconciliation of market scrip (EBT, Market Match, EatSF and VeggieRx vouchers, etc.) for reporting and audit purposes.
- Provide support for Foodwise education, fundraising, or marketing events at markets.

Strategy, Capacity Building, and Staff Management (15%)

- Supervise and mentor Operations Assistants, volunteers, and interns at market sites.
- Provide feedback and solutions to the market operations management team to improve the markets.
- Attend weekly Market Manager meetings and individual market meetings (generally twice a year) and contribute to strategic discussions.
- Participate in Diversity, Equity, Inclusion and Justice initiatives within Foodwise operations.

Skills and Qualities for Success in this Role

- Experience in operations management, logistics, or nonprofit administration
- Ability to think on your feet and be proactive
- Strong communication, problem solving, and organizational skills
- Familiarity with farmers markets, food systems, or community organizations is ideal
- Proficiency with Google Suite and Microsoft Office
- Ability to work Saturdays (mornings and afternoons) and Thursday (afternoons and evenings), outdoors, and in various weather conditions
- Alignment with Foodwise's mission and values of community, stewardship, equity, and joy
- Foreign language aptitude, specifically Spanish and Cantonese, are a strong plus
- Sense of humor and a positive attitude

Job Parameters

- **Type:** Non-exempt, hourly position with variable hours (20-30 per week) depending on the season. You can expect to be scheduled 20 hours a week December through February, when Mission Community Market is closed for the season, and 28-30 hours a week March through November, when Mission Community Market is open.
- **Team:** Operations
- **Reports to:** Operations Market Manager and Director of Operations

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- **Direct Reports:** This role manages the work of part-time operations assistants, volunteers and youth summer fellows, onsite and in collaboration with the Operations Market Manager.
- **Rate of Pay:** \$28-\$31 an hour, depending on experience
- **PTO Policy:** Foodwise distinguishes between sick leave and vacation pay. This position accrues sick leave at 1 hour earned for every 30 hours worked. Vacation accruals are prorated at 70% of a full time position, equating 4.31 hours of vacation earned each pay period. This position is not eligible for paid holidays.
- **Benefits:** Medical, vision, and dental care benefits are through Kaiser Permanente. The employee pays 20% of cost and Foodwise pays 80%. Additional benefits include eligibility for employer sponsored 401(k) plan, pre-tax commuter benefit, and professional development allowance. This position is not eligible for 401(k) match and Wellness Reimbursement.
- **Locations:** Mission Community Market (8 hours weekly), Alemany Farmers Market (9 hours weekly), in-office at the Foodwise office at the San Francisco Ferry Building and remote (up to 12 hours weekly) as assigned.

Foodwise is an Equal Opportunity Employer, committed to hiring a diverse workforce. All openings will be filled based on qualifications without discrimination to candidates based on race, color, sex, sexual orientation, gender identity, national origin, marital status, veteran status, disability, age, religion, or any other classification protected by law. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

To apply, please send a cover letter and resume to operations@foodwise.org by December 14, 2025. Position is open until filled. Email submissions only; no phone calls, please. Thank you for your interest!