

Street Monitors  
Job Description

Supervisor: Market Manager, Operations Manager

General Description of Position Responsibilities:

The Street Monitors work directly with the market equipment, responsible for correct handling of all market equipment to maintain equipment in good condition. The Street Monitor performs job duties in order to meet the requirements of the City of Seattle Street Use Permit, to maintain a safe market environment, and to assist the Market Management staff in duties associated with running the market. The Street Monitors will often be the first contact to deal with visitors, neighbor-merchants, and or vendors throughout the day. A manner of dress will be appropriate for a family event and for safety during all types of weather. A friendly and helpful attitude is required at all times. Monitors may be the first market staff to encounter accidents or behavior problems that require immediate action to assure public and vendor safety. This position must always be clean, polite and behave in a way that reflects the highest regard for people and surroundings. The Street Monitors work under the direction of the Market Management Team. Arriving on market site no later than 15 minutes prior to start of shift is necessary for sharing latest information about market. Monitors must wear a safety vest at all times while on duty.

Job Duties

1. In the event of an accident resulting in an injury, or other emergency at the Market, the Monitor(s) will immediately call Manager via cell phone to notify and describe the nature of the emergency. As directed by the Manager, the Monitor will clear the area for authorized emergency vehicles, or other actions related to proper handling of the emergency.
2. Monitor inspects pedestrian/traffic areas, notify Manager of any hazards to safe walking through the market and will make corrective action as directed by Manager.
3. Monitor is required to make eye contact, greet and engage with visitors and vendors, as an 'ambassador' for the market, with a professional and courteous manner throughout the day.
4. Escort Neighbor-Merchants', or other stakeholders' Vehicles through market as needed.
5. When pedestrian traffic is heavy, or if site requirements demand vehicle escort, Monitor will guide vendors' vehicles onto and off the street during loading and unloading for efficient and safe transit of vehicles. Using a loud voice and arm waving to assuring being heard and seen by people who are often distracted, is necessary. Monitor is responsible to instruct vendors, if needed, when & where to move their vehicles so that the fire-lane is always clear and so that through traffic and driveways are never blocked.
6. Assure that the Street Closed signs are visible, not blocked or tampered with in any way, and flags are fully extended, throughout the market operating hours.
7. Monitor may be assigned to direct vendor parking in lot, or surrounding streets to assure that market parking policies are complied with by all market vendors.
8. Unloading and setting up Market Info Canopy equipment, moving & siting Sani-Cans prior to opening, and loading securely all equipment into van at close of market day, assuring no loose items are left in the van.
9. Clean market trash bins throughout the day to avoid overspills.
10. Identify and report via cell call or walkie talkies, any anomalies or potential problems noticed on the market site needing attention to maintain clean and safe market environment.
11. Liaison with Manager, via cell phone, to notify them of any issues regarding: Neighbors, Merchants, their customers and market visitors, as they arise, e.g., lost children, directions, arranging access to pick-up purchases, dangers to safety, etc.
12. Recording attendance at the market, according to the established procedure, once each hour and submitting the report to management staff at the end of the day.

13. At end of Market day, clean and sweep pavement and sidewalks throughout adjoining areas to the market site, retrieve and clean market and City trash/recycling cans.
14. Other duties as assigned.

Qualifications:

- Eighteen years old or above
- Valid Washington State Drivers License, and be insurable
- High School Diploma or equivalent
- Ability to stay calm and prioritize actions when presented with multiple activities requiring attention
- Strong attention to detail
- Knowledge of CPR
- Own a cell phone that is available for use during all working hours
- Friendly, polite and professional manner in working with the public
- Clean & presentable appearance, including clothing adequate to weather needs and safety at work
- Excellent verbal and written communication skills
- Reliable and consistent attendance
- Ability to work independently as well as with a team
- Enthusiasm for Farmers Markets, small farms and locally grown produce
- Respect for small business owners and community groups