

## FARM MARKET AIDE

### DEFINITION

Performs a variety of entry-level tasks in support of a farm market operation at a college.

### TYPICAL DUTIES

Assists customers in locating and selecting merchandise such as produce, dairy products, honey, jam, potted plants, flowers, pumpkins, and college memorabilia.  
Stocks merchandise and keeps counter displays neat and orderly.  
Follows established health and safety regulations when handling perishable merchandise.  
Marks merchandise with pre-determined prices.  
Operates a cash register and scanner to total the selling price of merchandise.  
Collects cash, check, or charge payments from customers, makes change for cash transactions and issues receipts.  
Checks identification and obtains authorizations on check and credit card purchases.  
Assists in picking crops, flowers, pumpkins, and other perishable goods that are being sold at a college's farm market, and prepares produce for sale as necessary.  
Assists in transporting and unloading goods from a college's farm to its market as necessary.  
Assists in the dust control of the surrounding areas of the farm market as necessary.  
May perform basic clerical duties such as answering phones, filing, and copying.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

A **Farm Market Aide** performs a variety of entry level tasks in support of a college farm market operation such as providing customer service, selling goods, picking crops and other perishable goods, assisting in transporting and unloading goods, etc.

An **Agricultural Assistant** performs a variety of unskilled and semi-skilled tasks related to the day-to-day operations of farm/agricultural unit that supports an instructional program.

A **Cashier** collects and registers money from merchandise sales and/or fees for services at an assigned campus location. Depending on assigned campus location, may perform additional duties related to merchandise sales, stocking price marking, or general cafeteria work.

### SUPERVISION

Immediate supervision is received from a classified supervisor. No supervision is exercised.

## CLASS QUALIFICATIONS

### Ability to:

- Do simple arithmetic
- Follow written and oral instructions
- Provide friendly customer service
- Work cooperatively and effectively with District personnel and students
- Learn to operate cashiering equipment
- Learn cashiering procedures
- Learn basic picking techniques of crops, flowers, and other perishable goods that are sold at a college farm market

## ENTRANCE QUALIFICATIONS

### Education and Experience:

Graduation from high school or its equivalent. Retail experience is desirable