



The Capital Market | thecapitalmarketmd.com | info@thecapitalmarketmd.com
910 Addison Road South, Capitol Heights, MD 20743

Farmstand Coordinator

The Capital Market – Capitol Heights, MD

About The Capital Market

The Capital Market is a community-centered nonprofit that centers food systems and leverages cultural capital to revitalize communities in Prince George's County through civic advocacy and education, and small-business and land-use development. The Capital Market team uses place-based activations and policy education to explore the history, legacy, and future of our neighborhoods we love and organize with.

We envision a place where all have access to healthy foods, affordable housing, and opportunities for community and self-actualization. A place where history is used to guide the present and future to sustain an environment that is safe and engaging for each community member no matter the stage of life. A place where everyone can connect with their food systems and neighbors in a meaningful way.

The Capital Market was formed in July 2018, by the Food Justice Coalition of 20743, a joint-partnership between the Capital Area Food Bank and the Prince George's County Food Equity Council.

Position Description

The **TCM Farmstand Coordinator** is responsible for supporting the day-to-day operation of The Capital Market's farmstands and farmers markets, with particular responsibility for customer transactions, food assistance benefits, product handling, and accurate recordkeeping. The Farmstand Coordinator helps ensure that residents have a welcoming, accessible, and dignified experience purchasing fresh, locally grown food.

The Farmstand Coordinator manages transactions involving **SNAP/EBT, Farmers Market Nutrition Program (FMNP) benefits, WIC and other eligible food assistance programs**, as applicable, and helps customers understand how to use available benefits and incentives. This position also supports produce sales, inventory, market setup and breakdown, and coordination with TCM staff, farmers, vendors, and community partners.

Responsibilities

The TCM Driver will be responsible for:

- Maintain accurate transaction records and required documentation related to cash, credit/debit, SNAP/EBT, FMNP, WIC, market incentives, and other accepted payment methods.
- Track daily sales, food assistance redemptions, incentive distributions, inventory, and other required farmstand and market data.
- Complete end-of-day closeout procedures, including reconciling sales and payment transactions, documenting remaining inventory, and ensuring required records and receipts are complete and accurate.
- Prepare and submit timely market closeout reports and supporting documentation in accordance with TCM procedures.
- Identify and promptly communicate transaction discrepancies, missing documentation, inventory discrepancies, or other issues requiring follow-up.
- Maintain organized records to support TCM's reimbursement requests, grant reporting, program evaluation, and financial reconciliation..

Requirements

- Must be at least **18 years of age**.
- Strong customer service, communication, and organizational skills.
- Comfortable handling financial transactions and maintaining accurate records.
- Ability to learn and consistently follow requirements associated with SNAP/EBT, FMNP, WIC, and other food assistance programs.
- Comfortable using point-of-sale systems, tablets, card readers, and other basic technology.
- Reliable and able to independently manage assigned responsibilities in a fast-paced market environment.
- Available on weekends and for occasional early-morning setup and closing activities.
- Able to stand for extended periods and safely lift and carry at least **30 lbs**.
- Ability to work well with diverse communities, farmers, small businesses, community partners, and TCM staff.
- Passion for community development, food justice, sustainable agriculture, and improving equitable access to healthy food.
- A commitment to advancing the mission and values of The Capital Market.

Plus for candidates who live along the Blue or Green Line Corridors in Prince George's County and/or have familiarity with communities throughout the Central Avenue Corridor.

This position offers an opportunity to directly support equitable access to fresh, locally grown food while gaining hands-on experience in farmers market operations, food assistance programs, local food systems, and community-based economic development. The Farmstand Coordinator plays an important role in creating a market environment where all customers are treated with dignity and can confidently access the food and resources available to them.

Location and Hours:

The TCM Farmstand Coordinator will work primarily at TCM farmers markets, farmstands, community events, and other program sites throughout Prince George's County.

Farmstand Coordinators should have weekend availability (2-4 events per month), particularly during the farmers market season, with a flexible schedule to support occasional weekday farmstands, trainings, planning meetings, or special events. Hours may vary based on TCM's market and program schedule.

Compensation & Benefits

- \$18 per hour
- Free Weekly CSA at the regular share size, valued at \$250 during farmers' market days.
- Paid Food Handler's Training and Certification
- Paid CPR and Emergency Response Training
- TCM swag bag, including t-shirt, gift bags, and TCM pin
- Early registration access to TCM classes, workshops, and farm tours
- Supporting your local community as a food justice advocate

How to Apply:

Applicants should complete the form at the following link - <https://thecapitalmarketmd.com/employment-application/>

The Capital Market is committed to being fully inclusive, representing all interests and voices in the process of providing healthy, affordable food to residents and supporting the growth of local businesses owned and operated by people of color. Women, people of color, LGBTQ individuals, and members of other representative groups are strongly encouraged to apply.