



Market Associate Job Description

About Us

Coastal Foodshed (CFS) is a nonprofit food hub based in New Bedford, MA. Our mission is to strengthen the local food system by making it easier for farmers and food producers to sell their products and for the community to access healthy, affordable, local food—especially in underserved households.

We work with over 70 farmers and local food producers to source and distribute regionally grown food across the Southcoast of Massachusetts. Through both retail and wholesale channels, we supply food to individuals, schools, farms, and food pantries. We also operate a retail market at our food hub that is open to the public to shop for farm fresh, local food.

Position Overview

The Market Associate plays an important role in the daily operations of our in-person retail market, which also supports online ordering, delivery, and pickup services. This position helps create a welcoming and well-stocked retail environment while supporting local farmers, food producers, and the broader mission of strengthening our regional food system in the Southcoast.

The ideal candidate is friendly, dependable, organized, and enjoys working with people in a growing fast-paced market setting. Responsibilities include customer service, stocking and merchandising products, operating the register, and fulfilling online orders through our Shopify ecommerce platform.

This is a part-time position with the opportunity for increased hours and growth as the market continues to expand.

Responsibilities

- Assist customers and provide a welcoming in-store shopping experience
- Fulfill online orders through Shopify (picking, packing, and preparing orders for pickup and delivery)
- Operate the register/POS system, including credit card and SNAP/EBT transactions
- Stock shelves, coolers, and displays
- Help maintain a clean, organized, and inviting market
- Assist with merchandising and product displays
- Support coordination of pickup and delivery orders to ensure accuracy and timeliness as needed
- Support day-to-day market operations as needed

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Qualifications

- Friendly and reliable with a positive attitude
- Comfortable working independently and as part of a team
- Ability to lift up to 40 lbs and stay active during shifts
- Interest in local food, farming, and community-centered work
- Retail, food service, or customer service experience is a plus, but not required

Schedule & Availability

This position requires availability for two consistent 6-hour shifts per week:

- Thursdays: 8:30 AM – 2:30 PM
- Saturdays: 8:30 AM – 2:30 PM

These are core shifts for the role, with potential for additional hours based on demand and candidate availability.

Wage & Benefits

- Part-time hourly position: \$17–\$19/hour, based on experience
- Benefits available after a 90-day review period, including:
 - Paid Time Off (PTO)
 - Employee food stipend and discounts
 - Retirement benefits available after one year of employment

How to Apply

Please send an email to localfood@coastalfoodshed.org describing your interest in this position, along with your resume, to with the subject line: “Market Associate Application.”

Applications will be accepted until the position is filled.

Coastal Foodshed is committed to building a diverse, equitable, and inclusive workplace. We strongly encourage applications from people of all backgrounds, including women, people of color, LGBTQ+ individuals, people with disabilities, immigrants, and veterans. We are an equal opportunity employer and do not discriminate based on any protected characteristic under applicable law.