



EBT/SNAP Manager

**Division:** Urban Food Connections of Utah

**Job title:** EBT/SNAP Manager

**Supervisor:** Alison Einerson, Market Director and Carson Chambers, Market Manager

<b>Category:</b> <input type="checkbox"/> Administrative Support <input type="checkbox"/> Coordinator <input type="checkbox"/> Director <input type="checkbox"/> Executive team <input type="checkbox"/> Manager <input type="checkbox"/> Sales <input checked="" type="checkbox"/> Other - seasonal	<b>Type of position:</b> <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern  <b>Hire date:</b>	<b>Hours 12-15/week</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
---	---	---

**Job description:**  
 The Electronic Balance Transfer (EBT)/SNAP Manager will be responsible for manning the Supplemental Nutrition Assistance Program (SNAP) booth. He or she will be responsible for volunteer recruitment, dispensing SNAP tokens, and recording redeemed tokens. Market Staff are required to be at the Market from 6:00 am to 3:30 pm or until finished every Saturday during the Market season (June 9<sup>th</sup> through October 20<sup>th</sup>). Up to five additional hours a week will be required for EBT office work.

- Responsibilities:**
- **Staff the SNAP booth** each week during the farmers market season.
  - **Recruit volunteers** for the SNAP booth during the farmers market season.
  - **Collect and file** vendor agreement forms.
  - **Track the distribution of SNAP tokens** at the farmers market and other reconciliation duties as directed.
  - **Work with eligible farmers market vendors** to ensure compliance with displaying signage.
  - **Coordinate** with DWS, FNS and other appropriate agencies to advertise the program to recipients.
  - **Distribute outreach fliers** to community partner agencies.
  - **Field Vendor Complaints:** Be able to address vendor concerns regarding other vendors or participants at the Market. Understand the process for communicating complaints to Management.

- Skills:**
- Should be dependable and flexible in case there are changes in staff or operations.
  - Must be able to provide friendly and competent customer service.
  - Must be able to set up and take down a portable outdoor canopy.
  - Must be able to lift 40 lbs, and must be able to withstand fluctuating seasonal temperatures in an outdoor environment.