

FARMERS MARKETS

Responsibilities include:

- Keeping and preparing all necessary supplies for their market. This included sign holders, display baskets and black tubs, bags, preserves, dressings, calculators, paper, pens, batteries, scales, etc.
- Finish loading what is necessary unto trucks in mornings. They will make sure tables, covers, tents, weights and all supplies are loaded including money bags.
- Accountable for the appearance of our booth. Displays should always look clean and full. Produce should look good on display-go thru anything that looks questionable.
- Make sure truck is loaded correctly when leaving the market. For easier unloading keep items separated on pallets (i.e. cold cooler items on one pallets, empty boxes on another, supplies on another and warm cooler items on another). Everything should be stacked in truck so it does not shift during movement.
- Responsible for ensuring unloading the truck at return. Proper unloading means all tables, covers, scales, tents, supplies, produce, and empty boxes are put in proper place. Items that have been damaged to the point of being unusable need thrown away. Produce that should be sold quickly needs brought to the market and place on display in the store. All produce should be sorted to its proper storage place in coolers or warehouse.

ALL GARWOOD EMPLOYEES WILL:

- Arrive for markets on time and prepared.
- Promote our farm to customers by making them aware of all we offer and by handing out our brochures.
- Garwood shirts will be worn to markets along with appropriate shoes and pants or shorts. No open toe shoes.
- All employees will be helpful, friendly and outgoing in speaking with customers.
- There will be **no smoking or chewing at or near the booth**. Beverages are fine. If you are eating, do so when there are less customers (slow enough for one person to handle) and take turns stepping away from the booth to eat.

Farmers Market Checklist

- Be sure vehicle has gas... check and fill day before the market
- Tent in carrying case & weights
- **MAKE SURE YOU HAVE Money Pouches**
- Tables
- Green table covers
- Price signs & holders **TRY to make the day before**
- **Produce in cooler 1(pallets will be marked)**
- **Produce in cooler 2(pallets will be marked)**
- Scales
- Clear produce bags
- T shirt bags
- Heavier Plastic bags for corn
- Parking Permits if needed for window of vehicle
- Black produce baskets (as many as you can)
- Extra black tubs
- Extra empty paper bin
- Chairs
- Bakery COLD (Pies, etc.)
- Bakery WARM (Cookies, etc.)
- Broom and dust pan
- If you have cider...buy ice on way to market

INSIDE THE BLUE TUB

- Pens, markers, pencils, & scratch paper
- Brochures
- Calculators
- Garwood Banner
- Bungee cords
- Extra blank sign cards (large & small)
- Tape gun

When you return be sure to:

- Separate & put away all produce first to the store front as needed then in coolers or back – don't put it in the cooler if it doesn't go there (tomatoes, potatoes, etc)...ask someone up front if you are unsure
- Put away all tables and tents
- Put scales up front & on chargers
- Put blue tub away by the tables and tents
- Return any bakery items to the bakery (refrigerate those that need be)