

DAILY MARKET DUTIES

By 9:30 am the following should be completed:

Check and rotate ALL produce (if you wouldn't buy/eat it yourself – get rid of it)

Make sure all produce displays APPEAR FULL

Make a list of items we are out of or nearly out of as you rotate produce.

Assist in cleaning donut trays and bakery display case (inside and out)

Clean all bathrooms and MAKE SURE there is soap, toilet paper, and towels

During the day:

Make sure all other displays (jars,candy,etc.) APPEAR FULL and PROPERLY PRICED

Water all plants.

Prepare farmers markets for the next day (if applicable) includes:

Preparing the pallets/produce as given to you by Brian

Making Price List for Marketers

Checking Market bins (blue tubs) for bags/signs/banners/markers

Preparing boxes of dressings/jams/and other snacks as allowed for each market

Organize cold storage, and side room (yes, daily – this helps it from getting disgusting)

Put away and separate ALL PRODUCE, CANDY, PRESERVE, ETC., orders as they come in and ROTATE (put the new cases on the bottom and the older cases on top).

Make sure there are sliced melons on hand along with pre-packaged produce done FOR THE NEXT DAY. Examples are beans, apples, pickles, peaches, etc.

At least one person should always watch the register and check the customer out promptly. This does not mean linger and stand or sit at the register...Be friendly and if the customer asks a question you do not know the answer to please tell the customer you will find one of the Garwood's and then find Brian, Mike, or Tom and we will do our best to answer it. Remember, the customer is paying your salary – if we hear that they are not treated well, you will no longer have a salary.

Lunch break is **30 minutes** off the clock. Please eat in the kitchen area, out side under the pavilion, your vehicle, home, restaurant or Tibet if you can return in 30 minutes. For health and appearance reasons – DO NOT eat at the cider bar, registers, or other places inside the store in view of customers. Only one person goes to lunch at a time.

Breaks should be limited to 10 minutes and one each 4.5 hours worked. Take them outside or in the kitchen area.

At closing:

All floors, and carpets should be swept each night. Mop floors on Tuesday, Thursday, Saturday and Sunday (after closing the store). All counter tops, register tops and cider bar area should be cleaned each night. All store surfaces/displays need dusted weekly – every shelf/jar.

Empty all trash and throw away empty boxes each day – double check trash in all areas, entire market (bakery, cooler, cider bar, bathrooms, etc.)