



Kuhn Orchards, LLC
PO Box 95, 1041 Old Route 30
Cashtown, PA 17310

(717) 334-2722 (717) 337-2450 (f)
sidkuhnorch@gmail.com
www.kuhnorchards.com

Farmer's Market Employee – Meeting us at Market Job Description and Manual

Duties – Sales Team Member for Farmer's Markets in Northern Virginia and Washington, DC from June/July through late October

Qualifications –

1. Able to lift 30 lbs. (crates with apples, peaches, etc.)
2. Able to work with customers - small talk, answer questions & SMILE!
3. Able to handle money and make change, use digital scales
4. Some common knowledge about fruits and vegetables & at least the interest to learn

Description –

1. Meet the market staff at the market.
2. Help set up stand with tents, crates of fruit/vegetables, boxes, display stands, signs, etc.
3. Help with sales, help customers, weighing with digital scales, collecting money from customers.
4. Cutting samples of fruit/vegetables and making them available for customers.
5. Restocking display crates as soon as possible. You can't sell something that is not made readily available to the customer.
6. Help take apart display, load fruit and crates into truck, take down tents and pack up truck.
7. The trucks leave from Cashtown between 3 ½ to 4 hours prior to the opening time of the market. Sidney Kuhn or Katy Clowney will assign you a time to meet at the market for the start of the workday when you agree to attend a certain market.

Market Schedule -

1. Vienna – Saturday – 8:00 a.m. to 12:00 noon
2. Fairfax – Saturday – 8:00 a.m. to 1:00 p.m.
3. Petworth – Saturday – 9:00 a.m. to 1:00 p.m.
4. 14th & U In DC – Saturday – 9:00 a.m. to 1:00 p.m.
5. Lorton – Sunday – 9:00 a.m. to 1:00 pm
6. Palisades – Sunday – 9:00 am to 1:00 pm
7. Fairlington – Sunday - 9:00 am to 1:00 pm
8. Crystal City – Tuesday – 3:00 p.m. to 7:00 p.m.
9. Vienna/Oakton – Wednesday –8:00 a.m. to 12:00 p.m.
10. Wakefield – Wednesday - 2:00 p.m. to 6:00 p.m.
11. By the Whitehouse – Thursday – 11:00 am to 2:00 pm
12. Fairfax Gov't Center – Thursday – 3:00 pm to 7:00 pm

Team Leaders: At least one Team Leader will attend every market. The Team Leader is responsible for assigning driving duties, work duties, layout of the stand, approving changes in prices or discounts, etc. Please direct any questions you cannot answer to a Team Leader. Also, any complaints should be brought to the attention of a Team Leader.

Pay rate: \$120.00 for the market you attend. You will be paid in cash at the end of market after the truck is loaded to head home.

Accidents: All injuries or accidents occurring while on the job, regardless how minor, must be reported immediately to your Team Leader.

Personal phone calls: Receiving incoming and placing outgoing personal phone calls personal cell phones is strongly discouraged. If you need to make an extended personal call (longer than 2 minutes), please inform your Team Leader. This policy includes text messaging. If this becomes a problem, all phones will be required to stay in the truck for the duration of the market.

Personal conversations: All personal conversations should end when a customer is within earshot. The customer should be your number one priority.

Foul language: Use of profanity in the presence of customers will not be tolerated.

Personal Appearance: A customer's opinion of our farm is partially formed by your appearance. Therefore, all employees are expected to look neat and clean while on the job. Exposed tattoos may not be offensive in nature. Please wear comfortable and appropriate clothing. Pants should not fall down below your waistline. Please wear a belt if this is a problem! Please do not wear t-shirts that are torn, dirty and/or with inappropriate wording. Women may wear sleeveless t-shirts and shorts that are not too revealing and men may not wear sleeveless t-shirts. Good, sturdy shoes are very important! Kuhn Orchards will provide company t-shirts and hats at no charge. Although you are not required to wear one or the other or both, we strongly encourage you to wear an article of clothing that identifies you as a Kuhn Orchards employee.

Sampling: You are encouraged to sample each new item that comes into the market during the season so you can describe it to the customers.

Call-off procedure: We expect you to let us know as soon as possible if you cannot attend any markets you have signed up for. If you become ill or have an emergency and cannot fulfill your work time, call Sidney as soon as possible. Sidney can be reached at home at 337-1054 or cell at 357-1721. If you cannot reach Sidney, call the office at 334-2722 and leave a message. Please be on time to work, your team members are counting on you.

Smoking: NO SMOKING WHILE WORKING IN THE STAND! If you must smoke, leave the stand area and please properly dispose of your butts, matches, tobacco, etc.

Breaks: There are not specific break times while at market, so breaks are taken as needed/time permits. Please verify with a Team Leader that it is okay before you take a break to smoke, eat, use the restroom, visit/shop with other vendors, etc. We don't want all team members to take their breaks simultaneously and leave one person to hold down the stand during a busy time!

Displays: Large attractive displays are very important to sales. Produce should be constantly sorted through during the day to cull out any damaged or decayed fruit. Remember to handle produce very carefully to prevent bruising. Keep displays full at all times. No one wants to buy the "last one". Our reputation is built on quality produce. If the quality is inferior, throw it out or discount the price.