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## Farmer's Market Employee – Job Description and Manual

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

### Qualifications –

1. Valid driver's license if you wish to help drive to or from market
2. Able to lift 30 lbs. (crates with apples, peaches, etc.)
3. Able to work with customers - small talk, answer questions & SMILE!
4. Able to handle money and make change, use digital scales
5. Some common knowledge about fruits and vegetables & at least the interest to learn

### Description –

1. Drive box truck one or both ways to market site or 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. After returning to the Cashtown packing house, you will need to help unload the empty crates, boxes, etc., and put these items away in their designated location. Replace any needed supplies before parking truck.
8. The trucks leave from Cashtown between 3 ½ to 4 hours prior to the opening time of the market, and you may need to arrive 15 minutes earlier to help load a few things onto the truck. Sidney Kuhn or Katy Clowney will assign you a time to meet in Cashtown or at the market for the start of the workday when you agree to attend a certain market. The majority of the produce and supplies are loaded the afternoon before market. If departure time is changed, you will be notified the night before. Trucks typically arrive in Cashtown around 2 ½ to 3 hours after the closing time of the 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. 14<sup>th</sup> & U In DC – Saturday – 9:00 a.m. to 1:00 p.m.
5. Glover Park – Saturday – 9:00 a.m. to 1:00 p.m.
6. Lorton – Sunday – 9:00 a.m. to 1:00 pm
7. Palisades – Sunday – 9:00 am to 1:00 pm
8. Fairlington – Sunday - 9:00 am to 1:00 pm
9. Crystal City – Tuesday – 3:00 p.m. to 7:00 p.m.
10. Vienna/Oakton – Wednesday – 8:00 a.m. to 12:00 p.m.
11. Wakefield – Wednesday - 2:00 p.m. to 6:00 p.m.

You will need to fill out a W-4 form for tax purposes and an I-9 form to verify your eligibility for employment. Please bring needed documents (drivers license or passport) to fill out these forms on your first day of work.

## EMPLOYEE POLICIES AND PROCEDURES

**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. Our Team Leaders are - David, Mary Margaret and Sidney Kuhn, Sandy Lombardi, Diane Miller, Neil Starner, Steve Donaldson, Katy Clowney and Adam Earp.

### **Pay rate:**

*Team Leaders* - \$50.00 plus 7% of gross receipts for the market that you attend. There is a **\$200.00 maximum** earning for any single market attended. If a Team Leader goes to market without a helper, the pay will be \$200.00. If the \$50.00 plus 7% falls below \$140.00, then you will receive \$140.00 pay for that market. If a team leader attends a market on a Sunday from May through November, they will earn an additional \$10.00.

*Team Members* - \$50.00 plus 7% of gross receipts for the market that you attend. There is a **\$180.00 maximum** earning for any single market attended. If the \$50.00 plus 7% falls below \$120.00, then you will receive \$120.00 pay for that market. If you drive one way to market, you will earn an additional \$10.00. If you attend a market on a Sunday from May through November, you will earn an additional \$10.00.

*Team Members Meeting us at Market* - \$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.

**Wholesale Deliveries at Market:** From time to time, you may have a wholesale delivery for a customer to pick up at market. An invoice for this delivery will be ready to take with you when you leave for market. You will be compensated for the additional labor involved with these wholesale deliveries, based off of the number of cases/boxes. To determine your additional compensation, please refer to the spreadsheet in your money box, and divide the total compensation up between each employee attending the market that day.

**Accidents:** All injuries or accidents occurring while on the job, regardless how minor, must be reported immediately to your Team Leader. The failure to report an injury or accident immediately after its occurrence may result in denial of liability for workers' compensation benefits.

**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!

**Driving:** If you are a driver, please understand that it is expected that you adhere to good and safe driving practices - in other words, don't break the law. You may have to go through the scales stations located on I-270 in Maryland. If you are asked to present your medical exam card, please use the information located in the glove box to explain that it is not necessary for drivers of trucks traveling to farmers markets to have a medical exam card.

**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.

**I have read and understand Kuhn Orchards Farmers Market Employee – Job Description and Manual as outlined above.**

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Name

\_\_\_\_\_  
Date