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Farmers Market Employee – Meeting us at Market Job Description and Manual

Duties – Sales Team Member for Farmers Markets in Northern Virginia and Washington, DC – primarily in July through the end of September

Qualifications –

1. Able to lift 30 lbs. (crates with apples, peaches, etc.)
2. Provide customer service
3. Able to handle money and make change, process credit cards, and use digital scales
4. Some common knowledge about fruits and vegetables or the interest to learn

Description –

1. Meet market Team Leader at assigned time at market (approximately 2 hours prior to market opening time).
2. Help set up stand with tents, crates of fruit/vegetables, boxes, display stands, signs, etc.
3. During the hours market is open:
 - a. Assist customers and answer questions
 - b. Help with sales: weigh fruits & vegetables with digital scales, collect payment from customers
 - c. Cut samples of fruit and make them available for customers.
 - d. Restock display crates and stands as soon as possible.
4. Tear down market stand/display, take down tents, load unsold produce and display materials into truck. (takes approximately 1 hour to tear down the market stand)
5. Ride in box truck back to the farm/packinghouse in Cashtown (approximately 1 1/2 to 2 hours drive)
6. Unload any unsold produce, empty crates, market supplies, etc., and put these items away in their designated location. Help replace any needed supplies.
7. Work hours for a 9:00 AM to 1:00 PM weekend market are generally 7:00 AM to 2:00/2:30 PM (approximately a 7 to 7 ½ hour work day)

Market Schedule -

1. Vienna - Saturdays - 8:00 am to noon
2. Petworth - Saturdays - 9:00 am to 1:00 pm
3. 14th & U St. - Saturdays - 9:00 am to 1:00 pm
4. Cleveland Park - Saturdays - 9:00 am to 1:00 pm
5. Lorton - Sundays - 9:00 am to 1:00 pm
6. Palisades - Sundays - 9:00 am to 1:00 pm
7. Fairlington - Sundays - 9:00 am to 1:00 pm
8. Oakmarr - Wednesdays - 8:00 am to noon
9. Wakefield - Wednesdays - 2:00 pm to 6:00 pm
10. By the Whitehouse - Thursdays - 11:00 am to 2:00 pm

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

Pay rate: \$120.00 for a full market day - \$80 if you only work a ½ market day (4 hours). 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: Personal phone calls or texting on your personal cell phone during market hours is strongly discouraged. If you need to make a personal call or text during market hours, please inform your Team Leader. If this becomes a problem, all personal phones will be required to stay in the truck.

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 717-357-1721. If you cannot reach Sidney, call the office at 717-334-2722 and leave a message. Please be on time to work, your team members are counting on you.

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

Breaks: We do not have specified break times while at market, so breaks are taken as needed/time permits. The best times to take a break or to use the restroom are: after the stand is set up and before market opens, and immediately after market closes before loading the truck. 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.