



Kuhn Orchards, LLC  
1041 Old Route 30,  
Orrtanna, PA 17353

(717) 334-2722  
[sidkuhnorch@gmail.com](mailto:sidkuhnorch@gmail.com)  
[www.kuhnorchards.com](http://www.kuhnorchards.com)

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## Farmers Market Team Leader – Job Description

### Duties – Sales Team Leader

- Attend Saturday and/or Sunday Farmers Markets in either Washington, DC or Northern Virginia during our main season (from May through November).
- If interested, the opportunity may be available for employee to also attend farmers markets on Wednesdays and/or Fridays as a Team Leader or Team Member from May through November.
- Based upon employee's interest, other work opportunities may be available.

***\*\* Please note, this is not a delivery job – the most important part of the position is managing a team of sales staff to set up a market display, provide good customer service and the sale of fruits and vegetables. Also, our greatest staffing needs are in August and September, (this is not a “summer” job), and we prioritize hiring applicants who are able to attend market in these two months.***

### Qualifications –

1. Must be available for work most Saturdays and/or Sundays from beginning of May through November
2. Valid driver's license
3. Must be willing to drive a box truck to the market and back to the farm
4. Ability to manage and organize a staff of up to 4 people
5. Ability to lift 30 lbs. (crates with apples, peaches, etc.)
6. Provide good customer service - small talk, answer questions & SMILE!
7. Ability to handle money and make change, process credit cards and use digital scales
8. Former Farmers Market experience a plus!
9. Some common knowledge about fruits and vegetables or the interest to learn

### Description –

1. Meet market team members at assigned time at farm/packinghouse in Cashtown (approximately 3 1/2 to 4 hours prior to market opening time). The majority of the produce and supplies are loaded on the market trucks the day before market, a few perishable items need to be loaded the morning of market.
2. Drive box truck one or both ways to market site in Washington, DC or Northern Virginia. (approximately 1 1/2 to 2 hours drive)
3. Help set up stand with tents, crates of fruit/vegetables, boxes, display stands, signs, etc.
4. 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.
5. 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)
6. Drive box truck back to the farm/packinghouse in Cashtown (approximately 1 1/2 to 2 hours drive)
7. Unload any unsold produce, empty crates, market supplies, etc., and put these items away in their

designated location. Replace any needed supplies before parking truck. Review sales record for the day, replace change in the money box, and fill in market inventory sheet.

8. Work hours for a 9:00 AM to 1:00 PM weekend market are generally 4:45 AM to 4:00/4:30 PM (an 11 to 11 ½ hour day).

### Market Schedule -

1. Vienna - Saturdays - 8:00 am to noon
2. Petworth - Saturdays - 9:00 am to 1:00 pm
3. Cleveland Park - Saturdays - 9:00 am to 1:00 pm
4. Lorton - Sundays - 8:00 am to noon
5. Palisades - Sundays - 9:00 am to 1:00 pm
6. Fairlington - Sundays - 9:00 am to 1:00 pm
7. Wakefield - Wednesdays - 2:00 pm to 6:00 pm
8. McLean - Fridays - 8:00 am to noon

**Team Leaders:** 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. Also, any customer complaints will be brought to the attention of the Team Leader.

### Pay & Benefits:

#### For All Markets in October through July

<i>Not Driving</i>	<i>Driving One Way</i>	<i>Driving Both Ways</i>
\$50 cash + \$18.50	\$60 cash + \$18.50/hour	\$70 cash + \$18.50/hour

#### For All Markets in August & September

<i>Not Driving</i>	<i>Driving One Way</i>	<i>Driving Both Ways</i>
\$60 cash + \$18.50/hour	\$70 cash + \$18.50/hour	\$80 cash + \$18.50/hour

Only one person will be paid as a Team Leader for each market, unless employer appoints an employee as Co-Team Leader for that single market day or at that market for the whole season. Employee hours will be documented by clocking in and out through the Square Teams App on employee's phone. The pay period runs Tuesday through Monday of each week, with employees receiving their pay by direct deposit on Thursdays.

**Wholesale Deliveries at Market:** From time to time there will be a wholesale order on the truck for another vendor or wholesale customer to pick up at a market. An invoice for this order will be provided. Team Leaders and Team Members will be provided with additional compensation for the additional labor involved with these wholesale orders/deliveries, based off of the number of cases/boxes ordered. 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:** Personal phone calls or texting on your personal cell phone during market hours is strongly discouraged.

**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. Men may not wear sleeveless t-shirts. We require that you do not wear flip-flops while working because of the increased risk of injury from tripping, slipping or something falling on your foot. You may only wear flip-flops while riding in the truck to and from market. 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 encourage you to wear an article of clothing that identifies you as a Kuhn Orchards employee.

**Call-off procedure:** We expect you to let us know as soon as possible if you cannot attend a market you have been scheduled 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 IN THE STAND OR TRUCK, or in the direct vicinity of the stand/truck! If you 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 coordinate breaks with a Team Leader or other staff so one person isn't left by themselves 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.