



HOWARD COUNTY FARMERS' MARKET

DAY MANAGER DUTIES

- I. **Put out signs and arrive at the Market site by 6:30 am.**
- II. **Set up "welcome table":**
 - 1) Make coffee and set out with creamers, sugars, napkins, etc. (Be sure any serving utensils are "serving side down"! and any items that might attract flies are covered . . .)
 - 2) Set out sign-up sheet for produce drawing/email notices
 - 3) Set out sign(s) for day's events.
 - 4) Put sign up with previous week's produce drawing winner and picture!
- III. **For each new vendor:**
 - 1) Welcome each vendor to the market and be sure to let them know how much we appreciate their participation.
 - 2) Verify that all the produce the vendor wishes to sell was not grown by someone else (with the exception of authorized representative/family member) and that it was grown within 75 miles of Washington.
 - 3) Register the vendor being sure to complete each item on the vendor checklist as appropriate. File the **Vendor Registration Form, signed page 5 of the Rules and Regulations** and **fees paid** in the market notebook with the market receipt book.
- IV. **Collect items for produce drawing:**
 - a) Be sure to enter what each vendor contributed to drawing on back of Day Managers' Report.
- V. **Complete the Day Managers' Report.**

Be sure to put as much information as necessary to describe anything going on at market, produce and farm products brought to market, any observations about customer traffic, etc. to make the report as complete a record of the day's activities as possible. Be sure front and back of the report are complete and descriptive information entered for every block, including:

 - Hospitality
 - Vendor Spotlight
 - NDOG Workshops
 - NDOG Kid's Klub Workshops
 - Cooking Demos/Tastings
- VI. During the day, be sure to **welcome all customers** to the Market and let them know how much we appreciate their business.
- VII. **Assist** anyone who needs help carrying purchases to their vehicles, etc.

- VIII. **Call in radio ad** at 8 am
- IX. **Hold produce drawing at 9 am.**
- 1) Tape winning ticket to Day Managers' report and notify winner.
 - 2) Take picture which shows winnings! Post picture on Facebook with winner's name and list of items in basket and who grew/produced each item
- X. **Make sure the site is clean** at the end of the day and no trash is left at the market. To avoid flies, etc., have vendors take produce with them and take all trash from trash bin to the dumpster behind the Health Department. Wash out can if there is anything that will attract flies.
- XI. **Pick up the signs at 11 am.**
- XII. **Clean and restock kitchen -**
- 1) Clean and disinfect all 4 sinks (tablespoon bleach to spray bottle and fill with water).
 - 2) Clean and disinfect all countertops.
 - 3) Clean refrigerator inside (spray bleach) and out (NO bleach! use stainless steel cleaner).
 - 4) Clean range (for grates use damp cloth only - no bleach).
 - 5) sweep floor
 - 6) Clean around light switches/door knobs/etc. with damp cloth.
 - 7) Empty trash.
 - 8) Enter any items needed on day managers' report.
- XIII. **Clean and restock restrooms -**
- 1) Clean both toilets inside and out.
 - 2) Clean 3 sinks.
 - 3) Sweep floor.
 - 4) Restock toilet paper.
 - 5) Restock napkins.
 - 6) Clean mirrors.
 - 7) Clean around light switches/door knobs/etc. with damp cloth.
 - 8) Empty trash.
 - 9) Enter any items needed on day managers' report.