

# AUBURN FARMERS MARKET

## Staffing Needs – Sunday; June 5 – September 18 at Les Gove Park

NAME	RESPONSIBILITY	TIME
<b>MARKET MANAGER:</b> Amanda: 253-266-2726	On-site Connect hose to back of restroom Unlock gate Check-in Vendors Set-Up Health Dept. Checks Market Floater Lock gate \$\$\$ back to Parks Report to Health Dept.	6:30am  6:50am 7:00-10:00am  10am – 3pm  4:00-6:00pm
<b>PARKS MAINT.</b> <b>STAFF: #</b>	Set-up EBT Tent Set-Up Info Tent Set-Up Stage Set up garbage bins (2) Move picnic tables	7:00 AM
VOLUNTEERS	Set-up signs Set-up HW station at info booth Set-up sanitizer stations at entrance/exit Vendor Bags Info Booth Monitor Track Customer Count Tear Down	9:00am – 10:00am  10:00am – 3:00pm  3-4:00pm
<b>FACILITY ATTENDANT</b> <b>NAME: #</b>	Check in vendors Help set up info & EBT booth Roving Covering info & AHA booth as needed Covering Entrance/exit as needed Giving vendors bathroom breaks Tear down clean up	7:30am – 3:00pm  3:00pm – 4:00pm
<b>EBT POSITION:</b> <b>NAME: #</b>	Set up machine & booth EBT Transactions Tear-down Booth & \$\$\$ to Parks	9:00am – 9:30am 9:30am – 3:00pm 3:00pm – 4:00pm

**Checking in Vendors:** guide vendors to their stall locations based on map. Vendors can pull right on through and park behind their stall. If the vendors are in the middle of the market, please ask them to unload and then move their vehicle. Those vehicles will be allowed back on-site after 3 PM. **Ensure they are in the correct spot and are facing the correct direction.**

**Set-up signs:** placing signs around Market based on map.

**Set-Up hand wash stations:** Fill with water and assemble hand wash station at EBT booth

**Vendor bags:** pass out red and green vendor bags to each vendor

**EBT transactions:** Process EBT transactions for customers. Complete survey as you process each transaction. A person must be with the tokens at all times. Please ask for breaks as needed to ensure a staff member is with the EBT items at all times.

**Tear down:** all items back in their perspective places in storage or in the office.

**Info booth:** Answer Market related questions while at the info booth. Giveaway Market items