

## ACFM – Market Manager Duties - Saturday

### Opening/Closing Check List:

- Enforce all Market Policies and Guidelines.
- Arrive at Market about 6:15 am.
- Unlock doors and open all doors at the closed end.
- Turn lights on for the open end and open bathrooms; during cold weather turn heat on in the morning.
- Put trashcan at the end of the open end and unlock gate.
- Make coffee – chart on the wall behind the sink. Also, check to make sure there are enough cups, sugar, and creamer.
- Put flags up - key (with shoe string) in my office on wall beside the door and flags are in box on shelf above grill in the other office.
- Put out signs at the corner below the Market on Jefferson Avenue and at corner of Main and Jefferson Ave.
- On the Vendor Map List for Permanent Shelter Vendors, start list of vendors that are lined up on the road – check list to see if any are Grass Space Permanent (GSP).
- Vendors under the shelter should start arriving between 6:30 and 7:00 am. They need to be in place no later than 7:30 am.
- Unless they have notified you ahead of time, you may then start assigning their spaces -- first to GSP vendors, then to remaining vendors who are lined up on the street.
- Help vendors backing under the shelter to park – please help Claudine back up in her space and unload if possible.
- Some vendors will go ahead and park in their GSP.
- 8:00 am ring bell for opening.
- Before 8:30 am, check to see what produce is available at the Market that day and add to list.
- 8:30 am call WSKS (Live) Radio Station at 846-5800 (sometimes you may have to call twice to get through). Let Nathan or Mike know what is going on at the Market that day and what items (see list) are available for sale.
- After daylight, make sure lights are turn off at open end of the shelter.
- If there is a Special Event that day, see Special Events Coordinator to see what he/she my need help with – setup, tent, tables, etc.
- About 11:30 am, write up receipts and collect the \$5.00 Saturday fee from vendors without permanent spaces.
- About 12:00 noon pass out vendor revenue slips and collect, then put in envelope dated that Saturday; most vendors will participate.
- After 1:00 pm closing, pick up signs from Jefferson Avenue and take flags down.
- Make sure coffee pot is turned off, emptied, and cleaned. Put coffee money can in Market Manager Office.
- After everyone has left, collect trash from all trashcans (empty into one or two trash bags), lock gate, check open end to make sure nobody left anything, make sure all doors are locked in the closed end, lock both offices and turn out lights and turn off outside receptacles before leaving. Lock door behind you!!!
- Take Vendor Map List and Vendor Revenue Slips in Box in Market Manager's Office home and record on the Market Summary Sheet for that year.

- **Take trash to Convenience Center and have a nice afternoon!**