COMMELLINI Estate
VENUE & EVENT RESTAURANT

Farmers Market Handbook

Markets & Contact Info

Fairwood Farmers Market:
Dates: Tuesdays 3:00 PM to 7:00 PM from 5/7/19 to 10/15/19
Location: 319 W Hastings Rd, Spokane, WA 99218
Market Director: Rob Allen
Market Manager: Karol Widmer -fairwood.market@gmail.com – 509-466-0682

Kendall Yards Farmers Market
Dates: Wednesdays 5:00 PM to 9:00 PM from 5/15/19 to 9/25/19
Location: 1335 W Summit Pkwy, Spokane, WA 99201
Event Manager: Heidi Sawyer- hsawyer@rockwoodpm.com - 509-954-6100
Market Phone: (509) 321-5888

Perry Street Market
Dates: Thursdays 3:00 PM to 7:00 PM from 6/20/19 to 8/22/19
Location: 924 S Perry St, Spokane, WA 99202
Market Manager: Karyna - manager@thursdaymarket.org
Market Phone: (509) 720-8449

Spokane Valley Farmers Market
Dates: Fridays 5:00 PM to 8:00 PM from 6/7/19 to 9/13/19
Location: 2426 N Discovery Pl, Spokane Valley, WA 99216
Market Manager: Katy - Katy@svfm.org
Market Phone: (208) 619-9916

Liberty Lake Farmers Market
Dates: Saturday 9:00 AM to 1:00 from 5/18/19 to 10/12/19
Location: 1421 N Meadowwood Ln, Liberty Lake, WA 99019
Market Manager: __Holly_____ marketmanager@llfarmersmarket.com
Market Phone: (509) 290-3839

Job Description for Posting

Position Type: Part Time, Seasonal
Position Title: Farmers Market Associate
Job Description:
Overview**:**
Commellini Estate is looking for a dynamic, outgoing individual with impeccable integrity and outstanding interpersonal skills person to fill their Farmer's Market Associate position for the upcoming season. This position includes setting up our market booth, working the booth, preparing the product line, operating the booth during market hours, engaging customers with samples , and providing a positive image as a spokesperson for the estate.

The Farmers Market Manager will be responsible for all aspects of market operations during the season. This position requires the ability to communicate effectively with a variety of people, including: customers, vendors, volunteers, health inspectors

The Market Manager must be available during all market hours throughout the season, be willing and able to work outside in all weather conditions; and be able to safely lift and carry at least 50 pounds. The position requires the ability to work independently as well as inter-dependently with the team of volunteers, interns and staff members. The ideal candidate will be an enthusiastic advocate of the local food movement. The Market Manager must be reliable, self-motivated and have good communication and customer service skills.

Responsibilities:
Specific responsibilities will be determined by the needs of the customers, our partners and the vendors at the market. Generally, the Market Associate is responsible for the following activities:

MARKET OPERATIONS
• Arrives at market 2 hours before opening to coordinate market set-up and stays at market until closing and then breakdown booth setup (usually no more than 1 hour after market closing).
• Sets up tent, table and display.
• Staffs the tent providing information to customers, selling Commellini Estate merchandise and helping run the EBT/Credit Card machine.

GENERAL MARKET SUPPORT
• Develops and maintains good working relationships with other Market staff and interns, vendors, customers and community members.
• Assists vendors, community representatives and customers by providing market-related information, conflict resolution and general aid as appropriate.

OUTREACH AND MARKETING
• Works with the Commellini Estate and our partners to promote the market through social media, contributing to weekly email newsletters and promotion throughout the community.
• Educates customers about Commellini Estate's mission and services
• Assists with the development and coordination of special events – including tastings, harvest festivals, and fundraisers. This is a seasonal position with opportunity for growth

Documents Required: Please submit your Resume and Cover Letter to info@commelliniestate.com. Please be sure to include your availability.

Desired Start Date:
Apprx Hours/Week:
Salary Level:

Updated: May 2020

Appropriate Attire and Appearance

Commellini Estate has high standards of dress, grooming, and personal hygiene for all employees. Safety and cleanliness are essential parts of providing high quality service to our customers. All employees are expected to exercise sound judgment with regard to personal appearance, dress, and grooming to enable them to be most effective in the performance of their duties. Public perceptions can help us succeed and prosper, or can contribute to a loss of business. Perceptions are formed, fairly or not, partly by the outward appearance and dress of our employees. A neat and clean personal appearance is essential to our public perception and an employee's advancement.

Minimum Standards of Grooming/Hygiene for all Commellini Estate Employees:

- Practice good hygiene through regular bathing and use of deodorant/antiperspirant and reasonable oral care
- Cover all cuts, rashes, or minor skin eruptions
- Keep hands clean and fingernails trimmed and neat (nail coverings including polish, acrylics, tips and gels are not permitted for farmers market team members)

Minimum Standards of Dress for Farmers Market Unit

- Bottom: Jeans, Kakis, professional pants, (no cargo pants), skirts, dresses, and capris are all okay
    - In Appropriate: Shorts or anything above the knee (skirts & dress must cover knees). Please note leggings are NOT pants. No workout style clothing.
- Top: Shirts with a minimum of caped sleeve. No tank tops or V-necks (nothing low cut).Colors and patterns are okay just make sure your not advertising for something else or another brand on your shirt.
- Shoes: Closed toes shoes required (no sandals or flip flops). Prefer slip resistant, although not required.
- Hair: Hair must be restrained in food production areas and the dish room. Service staff must have hair pulled away from face.
- Aprons: New commellini branded aprons. Must be worn at all times in booth
- COVID-19 Changes: Gloves and face masks must be worn at all times.

Clothing must not be faded out, wrong style, wrong color, wrinkled, stained, tight fitting. No tight fitting or stretch pants. No split seams or slacks that are too long and drag on the floor. Facial hair must be freshly-shaven. Beards and mustaches must be neat and trimmed. No chipped nail polish. You may purchase your clothing anywhere according to the above requirements. We reserve the right to require you to cover any visible tattoo. Commellini Estate's strives to maintain our "Family" restaurant image.

The following are examples of inappropriate dress for all employees unless part of a special uniform, policy, or special event:

- Jogging suits
- sweat suits or athletic wear of any kind
- Leggings, stretch pants, or stirrup pants
- Any garment which is excessively tight or revealing
- Undergarments worn as outerwear
- Flip flops or Sandals of any kind

Farmers Market Item Checklist- Updated for COVID-19

Prepare Handwashing Station:
- Insulated Coleman with Hot water
- Soap Dispenser full of soap
- Paper towels x2 (1 backup)
- White Bucket (water catch)

Health Department & Licensing:
- Food Handlers Permit for all working in booth
- Catering Permit & Health Department folder
- Business License
- Sanitizer Bucket with Bleach
  - Test strips for potency

Tent Items:
- Tent
- Tent Sides-usually can keep in car
- 4 Sand Bag Weights
- 4 white ropes
- Additional rope to surround both (40ft)
- 1 long folding plastic tables
- 2 Table Linens

Decorative:
- CE Logo Black Back Sign
- CE Front Tent Banner Sign
- Bungee Cords
- A Frame Chalk Board Sign
- Chalk
- Ladder display with sample product packaging

Make sure your $100 in ones. Otherwise stop at bank

Payment:
- Phone logged into Square- double check b/c it will kick you out
- 3 Square Chip Readers
- Adapter cord for new iphones
- Blue Till Bag ($250)
- Cleanser or wipes to clean POS machine

~~**Sauce Samples:**~~
- ~~3 sauce warmed to at least 135 degrees~~
- ~~2 gallon bags of sliced bread~~
- ~~bread basket~~
- ~~5 Linen napkin- 1 for basket & 2 hide stirring spoons~~
- ~~3 Chaffing Dish – folding with lids~~
- ~~3 Hotel Banes (for water)~~
- ~~Sternos (6 count -4 in use- 2 extras)~~
- ~~Lighters (2 count)~~
- ~~Large Spoons (3count) – for stirring~~
- ~~Toothpicks (4 box count)~~
- ~~2 Shot glasses (toothpick holder)~~
- Garbage container (white) with garbage sack
- Chalk Label stands
- Chalk Pen
- ~~Black plastic plate~~
- Thermometer
- White Rags- Clean(2ct)
- Gloves (2 box ct)

Marketing Materials:
White plastic 3 drawer cabinet filled w/:
- Member Sign up Sign (w/Scan Code)
- Business Cards
- Business card holder for table
- Catering/Rehearsal Info Sheet
- Wedding/Event Info Sheet
- Pens, Pencils, Dry erase marker
- Small Gold Easel to display items
- Cutting Board Easel (2ct)
  - NEW Weekly Menu

Frozen Product:
- 100 + Brown Bags
- Coolers filled with appropriate amounts of product for upcoming market

~~**Hot & Ready:**~~
- ~~3 meals (1 large pan & 2 half pans)~~
- ~~100 Plates-to-go containers~~
- ~~6 piece cutlery set (100 count)~~
- ~~3 serving utensils~~
- ~~1 knife~~

Make sure your pulling from oldest product to newest. All lids are fully on and proper labeling

Bin Items:
- Lint Roller
- Safety Pins
- Blue Masking tape
- ~~Plastic Bags (5 ct)~~
- ~~Extra empty sauce containers- to handout to other vendors at end of night~~
- ~~Spatula~~
- ~~Foil~~
- Extra Garbage Backs (Black)
- Extra Garbage Bags (small clear)

Updated: May 2020

Farmers Market Setup Guide

At Commellini's-Loading

1. Put water into the teapot in the kitchen and turn it on. Hot water will be necessary for-handwashing station. Repeat until coleman is full.- If Blake is not using sauce kettle use that instead.
2. Load coolers if you do not have time to load the coolers at the event before the market. Check the alcohol room first in that freezer for all of the sauces and meals. Load Alfredo sauce into the blue cooler in stacks of 4-5. Meat and Marinara go into the red cooler. Make sure only meat is stacked on meat, it makes it easier to pull from one pile. To load the large white cooler, know what the menu for the week is. Load lasagnas and specialty meals in piles and make sure it is super organized.
3. Things you will need to collect:
    a. Hot water holder from bar
    b. Table Linens(2)
    c. Garbage bag
4. Go up to the storage building. **USE THE ROUND HILLMAN KEY.** Do not lock it when you are leaving because you will need back in later. Fake lock it. In there you will need:
    a. The tent
    b. The plastic table
    c. The white three drawer cabinet
    d. The plastic bin filled with miscellaneous items
    e. Garbage bin
    f. Commellini Estate sign(in a white and blue plastic bag)
    g. Wood chalk sign
    h. Garbage bag with sides to the tent
    i. Sand Bag Weights
5. Extra things to check for:
    a. Brown bags, do you have enough?
    b. Toothpicks
    c. Member cards/Info Sheets
6. Pour hot water from pot into coleman water holder.
7. **BEFORE YOU LEAVE.** Get till from Lauri and know how much is in there to start. Have her print you off new menus for the market. Check to make sure the square chip reader is in the till bag(blue). Download square app and have Desiree sign you in.
8. Make sure you have:
    a. Everything from the storage building
    b. All coolers
    c. Sauces from the warmer
    d. Extra items from the kitchen
    e. Till
    f. Go through entire checklist

Set Up Directions

1. **Market Specific Notes:**
    a. ***Kendall Yards:*** *Summit Parkway is closed starting at 1pm on market days, vendors are to drive through WEST to EAST. Please unload quickly and then park outside of the market area (Unless authorized by Director). Vendor vehicles must be off-site no later than 15 minutes before the Market opens.*
    b. ***Fairwood:*** *Vendor parking is new this year and is east of the green patch of grass near Sushi Wa (do not park up against their building) or you may park against hasting. Your location will change weekly at the fairwood market so be sure to ask where you are placed each day.*
        i. ***During COVID the white van will be parked next to the booth as blocker.***
2. Go directly to the market booth and ask which spot you are in, it changes for Fairwood Market
3. Set up the white tent, make sure that at least one hole is showing on the bottom legs (height)
4. Tie weights on all 4 side. They weights need to be dangling as to actually hold down the tent when tied.
    i. If you need water here are the locations to acquire:
        1. Fairwood: On the side of Thomas Hammer
        2. Kendal: Right inside Community Information Center there is employee breakroom
        3. Perry Street: South Corner between Casper Fry & The Shop
        4. Valley Market: _____
        5. Liberty Lake Market: _Restroom with water fountain and water spicket.
5. Set up the table. Put the two table linens on it and make sure to hide the seam. Place the three drawer cabinet under the table where only you can access it as well at the miscellaneous bin and any personal items.
6. If it is a windy or super hot day, put up some of the sides for the tent, otherwise keep that in van as it takes up a lot of space.
7. Place each of the coolers where they are easily accessible to you.
8. Also on the table, place the menus that go on the wooden stands from the miscellaneous bin and tape them on with the blue scotch tape so they do not fly off. Tape is in the top drawer. Also, set out business cards and event information sheets and make them look nice.
9. Put the trash bag into the garbage can and keep inside of booth.
10. The Commellini Estate sign should be hung in the back of the booth with hooks and bungee chords. Place one of the metal hooks from the top drawer through the hole on the side and then place a bungee chord from the hook to the side of the tent. Repeat on the other side. **DO NOT USE TAPE**, it does not look good and does not hold.
11. Put the wood chalkboard out in front of the left corner for all to see.
12. On the 2nd table placed in back of booth behind the sign. This will be your handwashing station, set the white bucket empty on ground under hot water holder. Grab the soap out of the miscellaneous bin and put it next to the water. This will be the hand washing station as required by the health department. Any information needed if the health inspector shows up is in the second drawer of the cabinet in the farmers market bible.
13. Place the brown bags from the miscellaneous bin on top of it under the table so you can easily access them when a sale is made.

Tear Down Directions

1. Once the market is over, start by taking down the sign. Roll it and put is back into its plastic bag.
2. Put all the bungee chords away in the bottom shelf and dump the water from the buckets into the grass.

3. Put all money and the square back into the till and put it away safely.
4. **Sales Tracking**
    a. *Fairwood Market Note Only:* *At the end of the market you'll need to come and sit down with one of our check out people and verify token to cash amounts. If tokens, fresh bucks, and kernel vouchers total over $25, we will still write a check to the you. If tokens, fresh bucks, and kernel vouchers total under $25, we will pay cash for them the night of the market. If you want to hold on to your tokens (at your own risk) until you have enough for a check, you can do that. (it will speed up your checkout process if you don't have tokens)*
    b. *Kendal Market Note Only:* *At the end of the market you'll need to calculate Hot & Ready Food Sales. Record this # on envelope (for CE) and then calculate 5%. We pay 5% of gross Hot & Ready Sales to the Kendall Yards Night Market. The market will provide an additional envelope for sales tracking each market. You will report your total sales along with any tokens you accepted. Tokens will go into the envelope so that they may counted and reconciled them for reimbursement. The envelopes will need to be turned in to the information booth at the close of each market.*
5. Put everything from the bin and cabinet away. Load up and drive back to the estate.Do not begin loading vehicle until all items are taken down. This is required by all markets and is to reduce congestion during teardown.
6. Put everything away that goes into the storage building first. It is dark up there and you will need the light while its available. Lock the door when you are done.
7. Unload the coolers in the big white freezer in the alcohol room. Unload and stack depending on type. Move the coolers to the far side of the room and leave the lids open to air them out. Lock the door when you are done.
8. Wash all dishes used at the market and put them away.
9. Count all of the money in the till. If Lauri is still in the office, give the till to her, if not put it in the right jute box cabinet.

******After each Market Day you will restock everything including product in coolers (to be left in freezer to prepare for the following days market day*******

Market Goals/ Market Responsibilities

1. **Our Main Goal: Marketing for All things Commellini's including:**
    a. **Event Venue**
    b. **On & Offsite Catering**
    c. **Pickup & Delivery Catering**
    d. **Cooking Classes**
    e. **On & Offsite Event Services including wedding planning & bartending**
2. **Sales Goal: $1000.00 per market in Gourmet 2 Go Retail**
    a. We do not make a profit until we have sold over $700
3. Be a good Neighbor
4. Be prepared: we experience all kinds of weather. Make sure the booth and you are ready for it. (tie downs, warm coat, etc)
5. Encourage Collaboration with neighbors
6. Active on Social Media-must post a minimum of ONCE PER market- send videos and photos daily to Desiree at 509-252-0423.
7. Required to stay until closing.
8. Clean up booth Space- don't leave garbage or bread crumbs, etc
9. Gleaning Program- product that is can not be resold and be sent to the food bank.

Farmers Market Setup Guide

Keep Point Recap/Review:

Day(s) Before FM:

- Put all the labels on the containers and have them filled and frozen
- Have everything be completely frozen
- All the tables, decorations, bins, etc. be in basement and ready to load.

Day-Of Prep:

- All sauce containers should be completely frozen when loaded into the coolers. Plastic bags of ice will fill around them
- Load the vehicle
- The taster sauce should be heated (min of 135-check with thermometer) and put into the chaffers right before we leave

Farmers Market Onsite Prep:

- Have cash (till) with all members of staff working-distribute into aprons- DO NOT leave cash unattened
- Label the tiles with the sauces and specify whether they are gluten, vegan, dairy, etc
- Understand ingredients/spices in products
-

Food Preparation Steps Frozen Produce

All food is purchased and delivered by commercial vendors on a weekly basis, or as needed. The inventory is kept small, to ensure freshness, and all items are stored and rotated properly, in designated dry pantry storage, under commercial refrigeration or freezer. Most dishes are prepared or cooked to order. Food is purchased through Food Service of America, Sysco Systems, and local specialty grocery stores.

Veggie Lasagna
Commercially produced cheeses (may include ricotta cheese, parmesan, fresh mozzarella, and/or monetary jack) and commercial purchased egg are layered between prepared lasagna noodles (see dried pasta) or commercially produced fresh pasta sheets, peppers, eggplant, onions, zucchini, squash, spinach, broccoli, and choice of sauce (see sauce list below), in a 2 inch hotel pan of commercial grade container. All vegetables have been washed in a sanitized prep sink, roasted, and cooled in refrigeration in walk in cooler 41 degrees or below. Spinach was blanched and then cooled in walk in. Process takes about 50 minutes. Prepared lasagnas are stored under refrigeration in walk in cooler 41 degrees or below, and fully cooked at 375 degrees before service, lasagna temperature will at least reach a minimum temperature of 145 degrees. Cooling process will be monitored to ensure that the lasagna is cooled from 140 F to 70 F within 2 hours and then from 140 F to 41 F or below in 6 hours. When prepared for our frozen retail line lasagna is assembled but not baked. Lasagna is labeled, and frozen on a high shelf in walk in freezer (32 degrees and below).

Meat Lasagna
Commercially purchased chicken or sausage is thawed in refrigerator on bottom shelf. If chicken is used it is trimmed and rinsed in food preparation sink after being thawed. Chicken is sautéed till 165 degrees and sausage is sautéed till at least 155 degrees. Prepared Lasagna noodles (see dried pasta) is removed from the walk-in cooler and combined with commercially produced cheeses, commercially purchased egg, chicken, and/or sausage, and sauce (see sauce list below), in a 2 inch hotel pan. Prepared lasagnas are stored under refrigeration in walk in cooler 41 degrees or below, and fully cooked at 375 degrees before service, lasagna temperature will at least reach a minimum temperature of 145 degrees. Cooling process will be monitored to ensure that the lasagna is cooled from 140 F to 70 F within 2 hours and then from 140 F to 41 F or below in 6 hours. When prepared for our frozen retail line lasagna is assembled but not baked. Lasagna is labeled, and frozen on a high shelf in walk in freezer (32 degrees and below).

Tomato Basil Salad Dressing:
Basil and garlic is washed separately in a sanitized prep sink, chopped on a sanitized cutting board with gloved hands. Leda's Meat Sauce or Marinara Sauce (see details below), commercially produced olive oil, red wine vinegar, garlic, basil, salt, and pepper are combined. Stored in a food safe contained on a high shelf in walk-in cooler 41 degrees or below. When prepared for our frozen retail line salad dressing is labeled accordingly.

Previously Approved Sauces:

Leda's Meat Sauce

Commercially produced ground beef and chicken livers are stored on a lower shelf in the walk-in at 41 degrees or below. Beef is cooked with garlic and olive oil until meat reaches a minimum of 155 degrees (process takes about 10 min). Chicken livers are ground in a food processor with celery, onions, carrots, and garlic that was washed in a sanitized prep sink and cut on a sanitized cutting board. Mixture is added to meat and is cooked until it reaches 165 degrees. Commercially produced canned tomatoes and tomato paste is added and simmered for 30 min. Sauce is hot held at 140 degrees or higher for no more than 3.5 hours and served over pasta per order. If pre-made for service then right after preparation sauce is cooled in an ice bath in the prep sink and stirred every 10 min until cooled to 41 degrees or less, then transferred to a high shelf in walk in cooler (41 degrees or below). When cooled Meat Sauce is transferred to a plastic food commercial grade container, labeled, and frozen on a high shelf in walk in freezer (32 degrees and below).

Marinara

Celery, onions, carrots, and garlic that was washed in a sanitized prep sink and cut on a sanitized cutting board are sautéed in garlic and olive oil. Commercially produced canned tomatoes, tomato paste, and seasons are simmered for 30 min. Sauce is hot held at 140 degrees or higher for no more than 3.5 hours and served over paste per order. If pre-made for service then right after preparation sauce is cooled in an ice bath in the prep sink and stirred every 10 min until cooled to 41 degrees or less, then transferred to a high shelf in walk in cooler (41 degrees or below). When cooled Meat Sauce is transferred to a plastic food commercial grade container, labeled, and frozen on a high shelf in walk in freezer (32 degrees and below).

White Wine Sauce

Commercial produced heavy cream, half & half, fresh garlic, flour, wine, parmesan cheese, and goat cheese is brought to a simmer over med low heat. If pre-made for service then right after preparation sauce is cooled in an ice bath in the prep sink and stirred every 10 min until cooled to 41 degrees or less, then transferred to a high shelf in walk in cooler (41 degrees or below). When cooled Alfredo is transferred to a plastic food commercial grade container, labeled, and frozen on a high shelf in walk in freezer (32 degrees and below).

Handwashing:

Wash Hands Properly Food employees shall clean their hands and exposed portions of the arms in a properly equipped handwashing facility by vigorously rubbing together the surfaces of the lathered hands and arms and thoroughly rinsing with clean water. Employees shall pay particular attention to the areas underneath the fingernails and between the fingers. To avoid contaminating hands, food employees may use disposable paper towels or similar barriers when touching surfaces such as faucet handles. Provide Proper Handwashing Facilities When cutting or handling exposed ready to eat food, use either handwash facilities provided in your space or located in close proximity to your space (i.e within app. 15'). Three levels of handwashing facilities are possible: 1. Potable hot and cold tempered running water under pressure with suitable hand cleaner, dispensed paper towels, and a waste receptacle. This option must be used when available. 2. When food exposure is limited, a food vendor may use a five-gallon insulated container with a spigot, which can be turned on to allow potable, clean, warm water to flow over one's hands into a waste receiving bucket of equal or larger volume; suitable hand cleaner; disposable towels, and a waste receptacle. 3. When items offered are pre-packaged or otherwise protected from contamination by hands AND a handwashing facility is available at the event and used by employees following toilet use, chemically treated towelettes may be used for cleaning hands.

Market Till

At the end of each market, please complete the Market Till & Sales Report Envelope

1. Opening of Day:
    a. Grab the till and you must FIRST count the Market Till. You should never assume the $250 previously listed on the till is accurate. You must verify it by counting it yourself. Once you take the till you are responsible to ensure that there is $250.00 in cash.
        i. When counting be sure you have small bills and you do not "break" the till during the market.
            1. Breaking the till means you give change on something that will not allow you to give chance for any other transaction. Example someone tried to pay with a $100 bill on a $5 transaction.
        ii. If you do not have $250 designate this on the Market Till record and notify Lauri Seghetti. You will be responsible for the market till and its contents to match at the end of the market event.
    b. Ideal Till as follows:

        Bills Change
        $20 Bills x 3 = $60
        $10 Bills x 6 = $60
        $5 Bills x 10 = $50
        $1 Bills x 100 = $100
        Total Till $250.00

2. Closing of Day: Determine Sales & Complete Sales Report:
    a. Sales Report:
        i. From Square App go to Reports>Sales. Make sure you are on the "Day". Scan item sales and make sure you do NOT include any event or wedding payments on this sales report. Copy report

on to the envelope. See example below:

Farmers Market SALES

Market Name: _____
Market Date:_ _____
Cash Sales: $_____
*If additional cash is found in till bag please count it in the cash sales above.
Credit Sales: $_____
Other: $ _____
Was other cashed out at market (circle) Yes or No
Total Sales: $_____

Notes:

I hereby state that the above is correct to the best of my knowledge:

(Signature) _____

ii. Count all Cash. Place Cash sales inside of envelope (try to use the largest bills for cash sales, this helps reset the market till for the next day). Then count out $250 try to match desired Bill breakdown. If not possible then be sure to notify Kathy Danforth to get change. You may need to plan extra time to go to the bank before a market to break large bills. Complete section of Market till Record.
    1. Do not automatically assume additional cash was a tip, as inventory records will need to match products in and out and perhaps a cash sale was missed being reported.
    2. Make note of additional cash in "Notes Section."
    3. Place additional cash in envelop- separated from cash sales. Putting a post it note on it or wrapping with a rubber band with a note, will work for treasurer.
    4. Seal Farmers Market Envelop eand place in blue till bag along with the $250 till.

Market Currency

Please note there are some kinds of currency that we can legally accept and others we can not. See list below by each Market

Credit/Debit tokens are a service the market provides. Many market vendors do not accept cards, therefore the market will charge the credit or debit card of the individual and give them Credit/Debit tokens. These function as cash (but we mark them as "Other" in payments). We must record how many we had and then submit them to each market at the end of the night, they should cash you each day. If they do not cash you out, market on the till envelope.

Fairwood:

- $5 Tokens: Credit/ Debit Tokens – These are GREEN INK and Can be accepted as cash. Change can be given.
- $1 Tokens: EBT or Food Stamp Tokens - EBT guidelines apply. Change cannot be given. BLACK INK

Kendall Yards:

- $5 Tokens: Credit/ Debit Tokens - Can be accepted as cash. Change can be given.
- $1 Tokens: EBT or Food Stamp Tokens - EBT guidelines apply. Change cannot be given.
- ~~Fresh Bucks: Can be used for items shown on the back only.~~ **– NOT CE**
- ~~Kernel Cash (Kids Program): Can be used for Fruits, Vegetables, Plant Starts, Mushrooms~~. **– NOT CE**
- ~~WIC & Senior Nutrition Vouchers: May only be accepted by authorized growers~~. **– NOT CE**

Updated: May 2020

Liberty Lake Farmers Market

Square Payments

Square is the Point of Sale system Commellini Estate uses for all Markets and Market Products.

- If you need help and are having a Square related issue check out Square's help center here: https://squareup.com/help/us/en
- To Start a Transaction
    1. Login into square on your phone. Passcode: 0501
    2. Enter the Checkout Section- Tap the top left three lines, select checkout.
    3. Enter the Library section of checkout- this will look like a list of CE products.
    4. Select items needed: There are two ways to find your item listed below.
        - Just below the blue charge button on the top of the screen, there is a drop-down arrow to take you to the category your items would be listed in (ex: cooking class, wine, frozen retail, etc.). Select category, scroll through until you find your item, select it, and that will automatically add it to your cart.
        - Just below the blue charge button and next to the drop-down arrow there is a search option. Type in the name of the product you are looking for, select the item, and that will automatically add it to your cart.
        - NOTE: if you accidentally select an item and need to remove it from the cart- tap current sale at the very top, click on the item that you want to remove, change the quantity to 0, and then click "save" on the top right of the screen.
    5. When all items are in the cart and you are ready to check out select "Charge."
    6. NOTE: If you need to edit an item in the cart OR if you accidentally select an item and need to remove it from the cart:
        - Tap current sale at the very top
        - Click on the item that you want to edit/remove
        - make the change
        - Click "save" on the top right of the screen

- Types of Payments:
    - **Cash**
    - **Manual Credit Card Entry:** Please avoid this if possible as we are charged additional fees for using this. However if the card is not swiping, it is better to do this, then to loose a sale.
    - **Manual Gift Card Entry:** Some guests may show up with a print or digital copy of a gift card. You will need the 12-digit number on the card to complete the transaction. Please inform guests you can not look up their gift card for them on the app. But taking down their information and the office team can help them.
    - **Card On File:** Do not use, this is for event clients only.
    - **Invoice:** Do not use, this is for event clients only.
    - **More:**
        - **Check:** You will need to input the check number
        - **Other Gift Cards or Certificates:** We do not have these. We only have the option for the manual gift card entry above.
        - **Other:** We use this for market coins.
    - **PLEASE NOTE THERE IS NO CREDIT CARD SWIPE OPTION, AS YOU SIMPLY SWIPE THE CARD, YOU DO NOT NEED SELECT OPTIONS FIRST.**

Inventory to Bring to Market

	Based on 2019 Average Sales, this is how much we will bring to the markets. Once we actually start the markets we can adjust these to make them more accurate					
		How Much Should be packed per market				
		Fairwood Tuesday	**Kendal Wednesday**	**Liberty Saturday**	**Total Amount Needed Per Week in May**	**Total Amount Needed Per Week in June to Aug**
		Starts 5/12	**Starts 5/20**	**Starts 6/6**		
Sauces						
	Marinara	15	15	15	45	45
	Meat Sauce	30	25	30	85	85
	Alfredo Sauce	40	30	40	110	110
Meats						
	Chicken Cacciatore	10	10	10	30	30
	Meatballs	10	10	10	30	30
	Eggplant Parm	0 to 10	0 to 10	0 to 10	#VALUE!	0
Lasagna						
	Chicken, Sun Dried Tom, Spinach, Alfredo	20	20	20	60	60
	Veggie Lasagana with Gina's Marinara	10	5	15	30	30
	Lasagna Trio	20	20	20	60	60
					0	0
					0	0
Meal Kits						
	Focaccia Bread	5			5	5
	House Salad Kit	10			10	10

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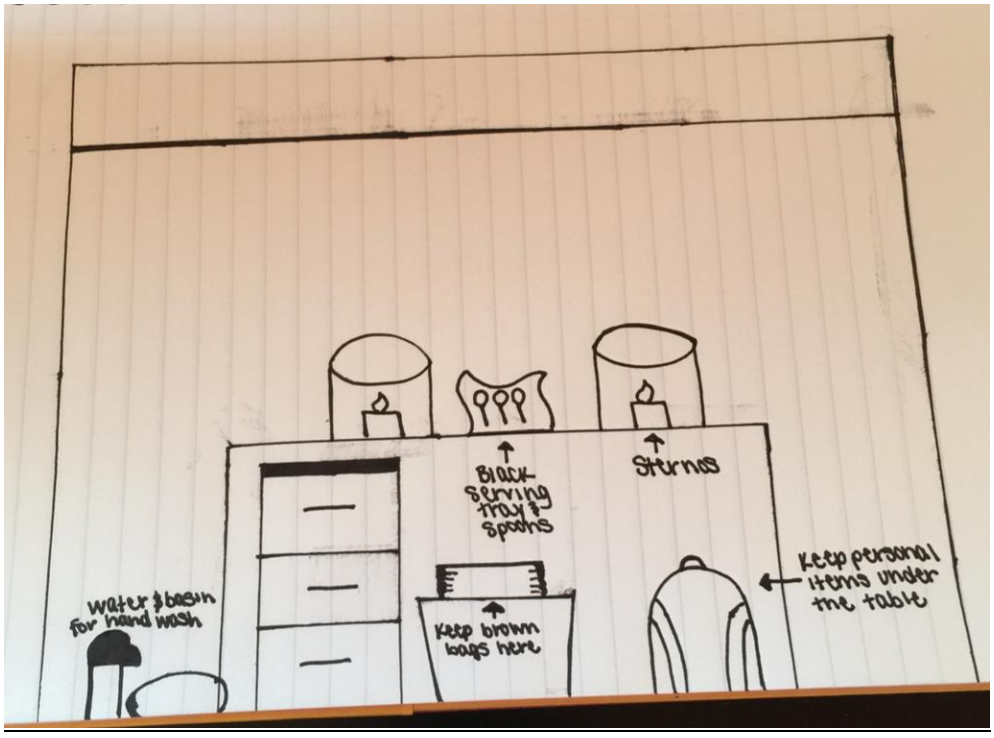
	Spaghetti Kit Add ons	15			15	15
	Fettucine Kit Add ons	5			5	5
	Shrimp Kit Addons	5			5	5
	Cheese Pizza Kits	5			5	5
					0	0
					0	0
					0	0
					0	0

Diagrams

Here are some diagrams of how the booth should look from the front and back .



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