

Opening/Closing the Farm Stand Late Fall/Winter

OPENING:

- ☐ Enter the front room at main barn: the 2nd door when parking in front of main barn doors (code is 8130).
- ☐ Money will be in a zippered money bag in the back of the 3rd drawer in the cabinets on road side of the front room. There should be at least \$100 in the bag.
- ☐ Pull sandwich board to roadside and put out flag at main sign
- ☐ Bring money to the store.
- ☐ Code for door is 1976. Flip the switch once inside to unlock. Turn both interior lights on.
- ☐ Fill hot water urn if not already full. If you need water for the urn and keurig (should be a gallon jug), there is a frost-free hydrant on the far front side of the greenhouse. It has a blue handle. Turn the black knob to open the far side. Pull the blue handle all the way forward - have your urn ready, water comes out fast! Once full push blue handle all the way back down and turn black knob back to closed
- ☐ Plug in the full urn. Push on. Light will not come on. This will allow time for it to heat up before opening. Keurig on switch is bottom back right. Cup size is already set.
- ☐ Turn on lights of freezer and fridge - RED button. Do not touch green - this will turn entire unit off
- ☐ Turn on tree lights, any string lights
- ☐ Put money in the register and start up the ipad. Click on square shortcut if not already opened.
- ☐ Put out any single serve food items e.g. cookies under COVERED display (per health dept regulations must be covered), fudge
- ☐ If there is hot coffee be sure there is creamer (in fridge), sugar and Splenda, stirrers are full on counter
- ☐ Put out open flag front road side corner of store
- ☐ Update if needed and put out white board(s)
- ☐ Use barcode on item or check barcode list for ringing in items. If there is no barcode or the item price is incorrect, look item up by vendor and choose correct one
- ☐ For types of payment, please ring VENMO as "other form" and indicate venmo in note; if prompted with customer's first Venmo payment they may need to put first 4 phone digits - they are 4724

CLOSING:

- ☐ Take in flag and white board(s)
- ☐ Turn off all lights, urns, coffee makers; turn off battery lights and tap lights
- ☐ Flip red switch on fridge and freezer to turn lights off
- ☐ Leave any unused water in urns
- ☐ Put cookies/whoopie pies/donuts in their pan in the fridge. If none there put the whole covered display in the fridge
- ☐ Use paperclip to secure any donated bills (leave change) and indicate amount on sticky note also attached to money - place in money bag
- ☐ Place all bills in drawer in money bag with sticky note indicating total amount sales (leave coins); place checks in there as well
- ☐ Turn out overhead lights

- ❑ Flip switch on keypad to lock door
- ❑ Place money bag in back of 3rd drawer in front room
- ❑ Before you drive away please pull sandwich board away from the corner, roll up flag and put in its PVC home

If you have any questions at all PLEASE text me at 603-512-2645. I will do my best to get back to you ASAP. You can also text Jessica Gilcreast at 603-657-8135

Thank you for volunteering!