



VESPERMAN  
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# VESPERMAN FARMS EMPLOYEES

Information for Fall Season

Last Updated: May 2020

## IMPORTANT NOTES

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- Please be on time to your shift! Even though you may be scheduled to a certain time, your shift only ends when your replacement shows up or you are approved by a manager. Please make sure you help with anything you can before you leave. If you have to leave by a certain time, please make sure Kyle knows.
- Although you may be assigned to one position, it is possible that you will float between different positions throughout the day. Bring an extra hat/coat/sweatshirt in case you are asked to go outside.
- Also, we are an outdoor event – some days can be chilly – dress accordingly.
- Wear comfortable, close-toed shoes
- Please do not chew gum if you are interacting with customers.
- If you're not sure, ask! Things are constantly changing at the farm, so no questions are bad questions ☺
- If you aren't comfortable in a position, please say so! We have other positions and are happy to find the right fit for you.
- If someone is interested in having a private event at the farm, use the message slip to take down their information so our Events Coordinator, Morgan, can get back in touch with them.
  - Message form and how to fill this out
- SMILE!! ☺ It's contagious!
- Stay busy – there is always something to do. Ask others if they need help!
- ALL kitchen, food counter, and retail checkout positions should help keep donuts and kettle corn stocked as needed and as they are able. If you see the shelf getting low, please restock or give the head's up to the kitchen.
- Please bring snacks and/or your own lunches and your own beverages (water, soda, etc.). You are also welcome to purchase food from the farm if you'd like.
- If the weather is bad or if there are not as many guests as expected, you may be called off of work. Please do not eat at your work station! Go to a table or use the break room.
- Kyle, Caitlin, Ashley, Morgan, the Kitchen, and Food Counter all have radios. If an emergency happens, please use the radio. Emergency numbers are also posted throughout the barn.
- It is ok not to have an answer for some guests' questions. If you do not know, tell the guest you will find out the answer for them.

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