



VESPERMAN
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VESPERMAN FARMS EMPLOYEES

Information for Fall Season

Last Updated: May 2020

There are a great number of people who make fall season work. Below is a general overview of the positions our employees fill.

KITCHEN STAFF

- Make donuts and sugar and package donuts
- Run fryers and grill to make food to order
- Ready order tickets and assemble orders for guests
- Run food out to guests
- Keep barn area clean, fill condiments and napkins, sweep and wipe down tables
- Assist with retail/food counter (if needed)

RETAIL

- Check out guests for pumpkins and other items, run iPad checkout
- Tidy up displays
- Restock soda, donuts, kettle corn, and other items
- Make sure small green pumpkin wagons are in the loading/unloading point
- Keep barn area clean and help out food counter staff if needed

FOOD COUNTER

- Take orders from customers
- Fill drink orders and give them to customers
- Restock caramel apples and donut samples
- Make coffee, cider, and other drinks

ZIP LINE ATTENDANTS

- Monitor zip line and keep kids safe and out of trouble

TRACTOR/WAGON TRAIN DRIVER

- Pull kiddie wagon train or pumpkin patch wagon
- Help people cut pumpkin lines
- Help people get on and off wagons

ICE CREAM SCOOPERS

Details coming soon!

ORIENTATION SCHEDULE

Before fall season, we hold an orientation for all our new employees. At the orientation, you'll meet a number of our current employees, take a tour around the farm, and learn some key things you'll need to know as a farm employee. Below is a general outline of our orientation schedule. Dates and times for orientation vary each year.

KEY TASKS

- How to use WhenIWork
- How to clock in and out
- Cleaning bathrooms
- Changing soap and towel dispensers
- Change and take out garbage
- Sweeping and mopping
- How to make coffee
- Parking

TOURS

Tour of storage room and back areas of the farm:

- Location and use of paper products: toilet paper, paper towels, napkins, etc.
- Location and use of garbage bags
- Location and use of brooms and dust pans
- Location and use of aprons
- Location and use of necessary items on kitchen shelves (extra paper boats, Styrofoam containers, ice cream cups, etc.)
- Mention storage unit outside (it's unlikely that fall season employees will need to go in there)

Tour of supply room:

- Location and use of soap, bathroom cleaning supplies, mop, etc.

Tour of break room

- Location and use of hats, shirts, and where to leave your stuff
 - Be mindful of what you bring to the farm. We trust each other, but it's a good idea to leave valuables, etc. at home.

Tour of Kitchen

- Donut area
- Carmel apple supplies
- Hand washing station
- Gloves, hairnets, etc.
- Clean vs. dirty rags
- Walk-in cooler and freezer
- "Pantry" and storage room

Bathroom Tour

- How to clean bathrooms
 - Point out supply chest

- It is every employee's responsibility to empty the garbage, refill the paper towels, toilet paper, soap, etc. The supply chest helps save time by having extra supplies there. Restock supply chest as needed and at end of the night when cleaning bathrooms
- Wipe down counter
- Help keep our barn clean for our guests
- Outdoor tour
 - Zip line, white barn, animal farm, duck races, corn maze, etc.

IMPORTANT NOTES

- 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
- 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 if you are able.
- 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.
- Kyle, Cody, the Kitchen, and Food Counter all have radios. If Morgan is on the farm, she will have a radio, too (needed for any private event). 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.

WHAT TO DO WITH DOWNTIME

- Clean and restock bathrooms (and storage bins)
- Check garbages and replace if needed
- Wash windows
- Clean and refill condiment bottles
- Sweep and mop floors
- Wipe down tables and columns
- Pick up garbage in barn, in kitchen, in parking lot, and in activity areas
- Restock all shelves and items

EVENTS

- We have some private events happening on the farm, including birthday parties and corporate events.
- All groups will check in with the ticket booth and Morgan or the point event coordinator when they arrive. The ticket booth will provide the group with the information they need for the day. If anyone in the group has questions, please direct them to Morgan or the point event coordinator.

FALL SEASON KITCHEN STOCKED CHECKLIST

For donuts, we need:

- Fill cinnamon/sugar mixture
- Fill dry donut batter container
- Fill oil vat
- Sticker dozen and half-dozen containers

For caramel apples, we need:

- Fill chopped nuts
- Fill sprinkles
- Refill wooden sticks
- Grab hand grips for sticks
- Fill wax papers
- Restock caramel and put in warmers when needed

For condiments, please make sure the following are filled:

- Ketchup
- Mustard
- Ranch
- Barbecue
- Cheddar cheese slices

For food items, we need:

- Ribbon fries

- Hot dogs
- Brats
- Burgers
- Pulled pork
- Brisket
- Chicken nuggets
- Chicken strips (batter + egg wash)
- Buns

FALL SEASON OPENING and CLOSING CHECKLIST

Opening

- Make Cider
 - Plug in cider warmer to temperate gauge (do not touch the temperature gage that is already plugged into the wall)
 - Put temperate cord into cider warmer so that it is at the bottom of the warmer
 - Pour in cider (cider is located in cooler)
 - Turn warmer on (on/off switch on the side)
 - IMPORTANT: Do not turn warmer on until cider is poured in - warmer will start to smoke.
- Make coffee (¼ cup to 8 oz of water)
 - Turn on bottom warmer (switch on side)
 - Turn on top warmer if in use, otherwise leave off
- Start the hot chocolate machine
 - If the machine is not reassembled, reassemble it, making sure the spouts are all pointing down
 - Refill all containers as needed. The powder can be found above cardboard disposal, across from ice machine in back
- Make lemonade
 - Sysco lemonade mix is on the dry ingredients shelf. You will need 1 pack of powder.
 - Grab lemonade container from bar.
 - Add 1 package lemonade mix to container with 2 gallons of cold water.
 - Stir well with whisk or large spoon.
 - Add ice and secure lid.
 - Lemonade is served with ice in clear plastic cups.
- Restock kettle corn, donuts, and caramel apples
- Set out donut samples with cover - if additional samples are needed, check with employees sugaring donuts for more
- Set up and restock ice cream
- Wipe down and keep the counters and walls clean

Closing

- Clean up coffee

- Turn off coffee by flipping switch to off (never unplug)
- Take all dirty pots to the kitchen to be washed
- Wipe down once cooled
- Clean up cider
 - Turn off warmer by flipping switch off.
 - Unplug cider warmer from temperate gauge (do not unplug temperature gauge from wall)
 - Take out strainer and plug and take to the kitchen to be washed
 - Take temperate cord out and wipe down with clean rag
 - All cider needs to be emptied from container at the end of the night and placed in the cooler. Grab empty gallon containers and pour the cider into them. Place these jugs into the cooler.
 - Take cider warmer to the kitchen to be washed. This container should never be submerged into water.
- Clean up hot chocolate machine
 - Refill as needed. Additional powder is located in back by cardboard disposal, across from the ice machine.
 - Turn spouts upright
 - Remove all remaining parts (see video)
 - Wipe down all pieces of machine
 - Take all pieces to the kitchen to be washed
- Clean up ice cream
 - Wipe down cooler
 - Wash all empty containers and scoops
 - Restock as needed
- Wipe down or wash the caramel apple holder
- Wash the donut sample cover
- Wipe down walls, counters, etc.
- Empty garbages
- Sweep and mop floor

Other Closing Items

(Most of these can be done during down time as well)

- Take empty ketchup, mustard, ranch, etc. bottles to kitchen. These need to be combined, washed and refilled (kitchen staff can help with this)
- Wipe down all tables and chairs in barn
- Restock napkins and supplies as needed
- Empty all garbages
- Sweep up space
- Wash donut window (kitchen staff may also take care of)
- Clean bathrooms - Includes cleaning toilets, stalls, walls, counters, mirrors, etc.
 - Restock bathroom supply chest

- Empty garbage
- Sweep and mop
- Check for rotten pumpkins/produce and throw out
- Restock cider fridge
- Restock ice cream pints in freezer
- Restock soda
- Bring carts in and line up neatly
- Walk the parking lot and pick up garbage, bring carts back, etc.