

# **Madison County Master Gardener "Spring Plant Sale"**

## **JOB DESCRIPTIONS 2022**

### **Master Gardener Tent**

Workers will greet customers, answer questions, provide information and promote the Madison County Master Gardener volunteer program. They will hand out printed educational information and invite anyone interested to sign up for the Master Gardener training class. Workers will check in for their shift and get colored work vests here as well. Inside workers wear orange vests, parking attendants and transporters wear green/yellow vests.

### **Parking Attendants**

Parking attendants will report to the Master Gardener Tent at the main building entrance to check in and to receive specific assignments. Workers will stay outside during their shift and direct customers and workers to parking areas and count cars. Suggested items to bring with you: Folding Camp Chair, Sunscreen, Hat, Sunglasses, Umbrella, Water Bottle.

### **Customer Service**

Become familiar with the selection of plants and their location as soon as you arrive at the sale. Be prepared to answer questions about plants that we are likely to have for sale. Ask customers if they need assistance and provide it when needed. Replenish and tidy up plants on tables. Direct customers to the plant parking area, where they may briefly leave their selections if they are still shopping and cannot carry all their plants. **Be a friendly and enthusiastic salesperson.**

### **Plant Parking Zone**

Customers can "park" their plants in this area while they continue to shop. Workers will explain to shoppers how to mark their plants so they can find them when they are ready to check-out. Plant collections should be labeled with shopper name and the time. This is not a monitored holding area for plants that have already been purchased, just a short term 'parking zone' for shoppers. We are not reserving or saving plants, this is simply a courtesy service.

### **Adder**

Adder Pad, pen and calculator will be provided. Adders will work in pairs with one person counting the plants and calling out the prices, the other recording the number of plants at each price and then adding the total. After totaling, give this paper to the customer and they will take it to the Cashier to pay.

### **Cashier Assistant**

Assist the Cashier: quickly check tickets to see if the number of plants appears accurate, keep an eye on the money box, direct customers on who to make checks out to (Madison County Master Gardeners), collect the adder sheet to turn in at the end of each day. Cashier assistants can also help Adders by totaling the tickets when needed.

### **Transporters**

After shoppers have paid for their plants, transporters will help carry and load plants into the customers' vehicle.

### **Hospitality Area**

This area is set up for Master Gardeners who are working a shift at the Plant Sale. Beverages and light snacks will be available to Master Gardener Volunteer Workers.