



# CAROLYN'S PUMPKIN PATCH

## 2023 Farm Crew Job Descriptions

### **All Employees Must:**

- + All employees will be given a Farm Crew staff t-shirt and a staff sweatshirt as part of their uniform.
- + All employees must wear closed toe shoes.
- + Be sure to dress appropriately for the weather.

**Although you may be assigned a particular role, all members of the Farm Crew may be asked to help out their fellow team members. We all wear many hats at the Patch and help out where needed!**

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### **ADMISSIONS JOBS**

**Admissions Cashier:** The cashier gives each guest their very first impression of Carolyn's Pumpkin Patch therefore your first priority is customer service. As the greeter, it is important to be kind, informative, and courteous. It is also the cashier's duty to keep the line moving so guests can enter as quickly as possible. You will be selling Admission tickets and season passes on iPad registers. You may also help with Corporate Groups or Birthday Party check ins. During the week, you will assist with school groups. Other duties may be assigned by Management.

### **ATTRACTIONS AND ACTIVITIES JOBS**

**Possible Attractions Include: Liberty Slide, Mega Slide, Mining (\$\$), Antique Carousel, Tractor Carousel, Jumping Pillows, Pedal Carts, Apple Cannons (\$\$), Animal Feed (\$\$), Pig Races, Pumpkin Cannon**

\$\$ = activity includes cashier duties

**Attraction Team Member:** As an Attractions Team Member, your primary job is guest safety and providing a positive guest experiences. Depending on the activity, you may also be in charge of selling tickets for that specific activity. It is your job to keep the activity looking clean. Attraction Team Members will be in charge of enforcing our rules with the guests. You will need to problem solve, communicate with managers if there is an issue, and be assertive. You must be dressed appropriately for the weather and be able to stand for entire shifts. You may be working alone or with a team depending on the activity. There is on the job training for all Attractions Team Members. Must be able to stand on your feet for long periods of time. The duties of this position may change depending on location, staffing, weather and scheduling; other duties may be assigned by Management.

**Tractor Driver, Train Driver, & Carousel Operator:** Tractor drivers must work as a team to coordinate Wagon Ride rotations out to the pumpkin fields. Train Drivers & Carousel Operators must operate and coordinate rides for the guests. The first priority is guest safety and positive guest interactions. Be sure to dress appropriately for the weather. You must be 25 or older and experience is mandatory. The duties of this position may change depending on location, staffing, weather and scheduling; other duties may be assigned by Management.

## **RETAIL JOBS**

### **Possible Locations Include: Exit Barn**

**Retail Cashier:** You are also a greeter and sometimes the last person guests meet before leaving the Patch so it is important to be upbeat, kind, and courteous. Besides your cashiering duties, you will help maintain the appearance of the building along with restocking merchandise to keep displays full. You may also be tasked with checking wrist bands to ensure that anyone who walks through the Exit Barn doors into the Patch has a wrist band showing that they paid for admission. You will be standing much of the time, selling merchandise, restocking shelves. You may be working alone or with a team. The duties of this position may change depending on location, staffing, weather and scheduling; other duties may be assigned by Management.

## **FOOD LOCATION JOBS**

### **Possible Food Locations Include: Kate's Kitchen, Red Barn Bakery, The Depot, Kettle Corn, Pumpkin Donuts, Everything Sweet**

**Food Cashier:** As a cashier in a food building, it is important to familiarize yourself with menu items as you sell food and drinks on iPad registers. Though you may assist with other tasks in the food location, you must always remain by your cashier station. It is important to help maintain a clean, safe food location with your team. In some locations, the Cashier will also serve the food to the customer. Must be able to stand on your feet for long periods of time. The duties of this position may change depending on location, staffing, weather and scheduling; other duties may be assigned by Management.

**Food Prep, Cook, & Baker:** No matter the position, working in a Food Location involves being prepared for and feeding guests. Food prep members will help prepare the food for the day depending on the location. Cooks may be assigned to working on the fryers, grills, ovens, etc depending on the food location. All Crew Members must help maintain a clean, safe food location. You must be able to stand on your feet for long periods of time and know basic food safety. The duties of this position may change depending on location, staffing, weather and scheduling; other duties may be assigned by Management. If you have one, please provide your Food Handlers License to management.

**Food Server:** You will work closely with Food Preps and Cooks, but your top priority is serving food while maintaining a clean, safe food location. You must be able to stand on your feet for long periods of time and know basic food safety. The duties of this position may change depending on location, staffing, weather and scheduling; other duties may be assigned by Management. If you have one, please provide your Food Handlers License to management.

**Donut Maker:** Carolyn's donuts are a fan favorite at the Patch. Team members will be making dozens of donuts each day to supply our guests and other buildings with fresh donuts. All Crew Members must help maintain a clean, safe food location. You must be able to stand on your feet for long periods of time and know basic food safety. The duties of this position may change depending on location, staffing, weather and scheduling; other duties may be assigned by Management. If you have one, please provide your Food Handlers License to management.

## **BEVERAGE LOCATION JOBS**

**Food Locations Include: The Watering Hole, The Depot, Farmer's Lemonade, Coffee Wagon**

**Bartending:** Guests 21 years and older may be served wine, wine slushies, alcoholic lemonade and beer while they are at the Patch. To serve alcoholic beverages, you must be at least 21 years of age. Bartenders will be responsible for taking orders, serving drinks, using registers, and keeping the area clean. It is also your job to ensure that your particular area is stocked with beverages, cups, etc. Must be able to stand on your feet for long periods of time. The duties of this position may change depending on staffing, weather and scheduling; other duties may be assigned by Management.

**Farmer's Lemonade:** New in 2023, Farmers Lemonade will serve fresh squeezed lemonade. Possible tasks in the Lemonade Stand will include running a cash register, prepping materials, and making fresh lemonades. All crew members will be responsible for keeping the area stocked with beverages, ingredients, cups, etc. Must be able to stand on your feet for long periods of time. The duties of this position may change depending staffing, weather and scheduling; other duties may be assigned by Management.

**Coffee Wagon:** In 2022, we added a gourmet coffee trailer neat the Red Barn Bakery. Tasks will include running a cash register, prepping materials, cleaning machines when needed and making coffee, hot chocolate, etc. All crew members will be responsible for keeping the area stocked with beverages, ingredients, cups, etc. Must be able to stand on your feet for long periods of time. The duties of this position may change depending on staffing, weather and scheduling; other duties may be assigned by Management.

## **PATCH FACILITY JOBS**

**Grounds Crew:** One of the most important, behind-the-scenes jobs on the farm is our grounds crew. The responsibilities include helping keep the property looking clean, moving wheelbarrow carts to the locations that guests need them, answering questions for guests, cleaning and restocking guest bathroom facilities across the Patch, picking up trash, and cleaning picnic tables. You may also be tasked with helping care for some of our farm animals. Must be able to stand on your feet for long periods of time. The duties of this position may change depending on location, staffing, weather and scheduling; other duties may be assigned by Management.