

**ITHACA FARMERS
MARKET**

**VENDOR WORK
HOUR GUIDE**

**WORK HOUR
JOB DESCRIPTIONS
&
COMMITTEE
*RESPONSIBILITIES***

Revised March 2011

The purpose of this document is to
provide IFM vendors with details
of their work hour program.

The goal of the IFM work hour program is to
foster community among
members and management
through a cooperative effort of labor.

*****TABLE OF CONTENTS*****

General Work Hour Info	p. 3
Guide to Work Hour Symbols	p. 4
Sample Work Hour Entry	p. 5
Buildings & Grounds Jobs	p. 6
Other Market Jobs	p. 8
Unpaid Work Hour Jobs	p. 9
Committee Jobs	
Operational	p. 10
Governing	p. 11
Quick Reference Job List	p. 13

*****General Work Hour Info*****

-All IFM vendors will owe one work hour for every Saturday attended.

1 Saturday attended = 1 work hour owed. The maximum for Saturday hours owed is 20 hours per season for all levels of memberships.

-All IFM vendors will owe 1/2 work hour for every Sunday attended.

1 Sunday attended = 1/2 work hour owed. The maximum for Sunday hours owed is 10 hours per season for all levels of memberships.

-All IFM vendors will contribute a minimum of two hours per season to Buildings and Grounds work, unless physical limitations prevent this obligation. Any vendor may obtain a “special needs request” through the market manager and be excused, pending board approval of request.

-All IFM vendors must complete work hours requirements by December 31st of each year or pay non-working fees. Invoices are sent out in March each year before market begins. Market participation is prohibited until all work hours are completed or all fees are paid in full. Non-working fees are currently \$20/hr.

-Vendors may not buy or sell, trade, give or loan any extra work hours to other vendors.

-Vendors who work more than their required work hours may bank the extra hours and apply them to future years’ work hour requirements.







-It is the sole responsibility of vendors to record their work hours, and hours must be recorded by December 31st. Vendors should record work hours on the sheet provided in their folder at the market office. Work hour logs must be kept in vendors’ market folders. Please do not mail work log with annual application, and please do not submit hours via email, or by phone.

-It is the sole responsibility of vendors to find their work hours. To find jobs, vendors should consult the market manager, committee chairs, and the appointed work hour coordinators.

-The purpose of this booklet is to assist vendors in matching their abilities & talents to the work hour opportunities that exist at the IFM. Pages 13 and 14 provide a table listing jobs and their associated skill and time commitments for quick reference.

Guide to Work Hour Symbols

Job Frequency

Once Yearly	
Twice Yearly	
Quarterly	
Monthly	
Weekly	
Daily	








When Job is Performed

Month (s)

Number of People Needed

#

Skill Sets Needed

Gardening	
Carpentry	
Plumbing	
Electric/Telephone	
Miscellaneous <i>Painting</i> <i>Sewing</i> <i>Equipment Use</i> <i>Vehicle Use</i> <i>Lifting</i>	
Clerical/Office <i>Computer</i> <i>Writing</i> <i>Photography</i>	
None Needed	

Total # of Hours Per Year

#

Hours Needed per Performance



Once Yearly			
Twice Yearly			
Quarterly			
Monthly			
Weekly			
Daily			

SAMPLE WORK HOUR ENTRY

		F R E Q U E N C Y	H R S P E R Y R	HRS PER JOB EACH T I M E	TIME OF YEAR	P E O P L E N E E D E D	S K I L L S E T
1	Job Title		10	.25	April – Dec	12	--

[A basic description of each job will be below its title.]

To interpret this job's chart:

This job is done weekly , and will provide about 10 hours of work per year **10**. Each time the job is done, it takes roughly 15 minutes **.25**. The job is performed for the entire season at Steamboat Landing **April – Dec**, and 12 vendors can share this job **12**. No special skills are required .

Buildings & Grounds Jobs

Grounds Work

1	Berm Tending		20-30	1-2	March – Nov	25+	G
----------	---------------------	---	--------------	------------	--------------------	------------	----------

Adopt a berm for the season. Maintain plantings, weed, mulch, and prepare berm for the winter. Berm should look tidy throughout season. ***(This job can be worked on weekly or monthly depending on vendor's availability.)*** Specific tasks can be shared or assigned. Berms can also be shared. Vendors who grow bedding plants can donate plants for the berms in exchange for work hours.
[2011 rate = \$20/ work hour].

2	Berm Coordinator		20-30	1-2	March – Nov	1-2	GO
----------	-------------------------	---	--------------	------------	--------------------	------------	-----------

Works closely with B&G to inform vendors on berm care and aesthetic. Coordinator assigns berms to vendors for the season, provides weekly or monthly reminders for necessary tasks, and monitors berms to ensure work is done.

3	Mowing		20-25	1-2	April - Oct	1-2	!
----------	---------------	---	--------------	------------	--------------------	------------	----------

Mow the entire grounds up to twice a month starting in April and ending in October. Must be able to run mower.

4	Weed-Whacking		20	1-2	April - Oct	1-2	G!
----------	----------------------	--	-----------	------------	--------------------	------------	-----------

Weed-whack around the pavilion, benches, and other areas as assigned by B&G committee. Must be able to run weed-whacker.

5	Weekend Tidy-Up		20	.25	April - Dec	12-20	--
----------	------------------------	---	-----------	------------	--------------------	--------------	-----------

Adopt a litter zone for the season. Collect trash, debris, and branches from area before and/or after the market day. May adopt an area for Saturdays, Sundays, or both days.

6	Grading Driveway		20	5+	March & Nov	1	!
----------	-------------------------	---	-----------	-----------	------------------------	----------	----------

Use the IFM tractor to grade all the driveways. Must be able to run tractor and be instructed by B&G personnel on how to grade.

7	Road Sign Placement		12-30	.5	April - Dec	1-2	--
----------	----------------------------	---	--------------	-----------	--------------------	------------	-----------

Set up and take down the 2 road signs on Rt. 13 each Saturday, Sunday, or both days.

8	Road Sign Maintenance		8	5+	March	1	!
----------	------------------------------	--	----------	-----------	--------------	----------	----------

Touch up paint on road signs, changing dates as necessary for upcoming season. Also clear coat frame and tighten screws.

*****Grounds Work (continued)*****

9	Barricade	■	18	.25	April - Dec	1	--
----------	------------------	---	-----------	------------	--------------------	----------	-----------

Put rope barricade across driveway at the south end of the pavilion each market day before opening. Remove at end of day.

10	Garbage Area	⊗	8-10	1-2	May, July, Sept, Dec	1-2	--
-----------	---------------------	---	-------------	------------	-----------------------------	------------	-----------

Clean and rake garbage area in Spring, Summer, Fall, and Winter.

11	Haul Garbage to Dump	≡	26-50	1-2	April - Dec	1-2	!
-----------	-----------------------------	---	--------------	------------	--------------------	------------	----------

Haul twice per month April & May. Haul weekly June through September. Haul twice per month October through December. Need to have use of a pick-up truck.

*****Buildings Work*****

12	Clean Gutters	⊗	6-12	3-5	Mar, June, Nov	1-2	!
-----------	----------------------	---	-------------	------------	-----------------------	------------	----------

Gutters should be cleaned thoroughly twice a year, and checked 1-2 times mid-season. Will require working on top of a pick-up truck roof, and on the pavilion roof for the upper gutters.

13	Washing Pavilion	⊗	12-54	5+	March - Nov	1-2	!
-----------	-------------------------	---	--------------	-----------	--------------------	------------	----------

Once a month power-wash the pavilion. Must be able to use a power washer after instruction from B&G personnel. Up to 8 hours per wash.

14	Sweep w/Electric Blower	≡	20-30	1	Apr - Dec	1-2	--
-----------	--------------------------------	---	--------------	----------	------------------	------------	-----------

Friday evenings or Saturday mornings blow out the entire pavilion with the power blower. If done on Saturday mornings, this task must be completed by 7am so to not interfere with market set-up.

15	Compost Bin Maintenance	■	9-36	.5	Apr - Dec	1-8	--
-----------	--------------------------------	---	-------------	-----------	------------------	------------	-----------

At the end of the day, clean trash & recycling from receptacles. Wash the receptacles and sponge down the outside of the compost bins. Put away signs and keep in good condition. This job is done on Saturdays & Sundays.

16	Tidy Barn	⊗	12-16	3-4	Mar, June, Sept, Nov	1-2	!
-----------	------------------	---	--------------	------------	-----------------------------	------------	----------

Organize, sweep, and tidy the storage barn. Some lifting required.


17	General Maintenance		?	?	Mar - Dec	?	CEP!
-----------	----------------------------	--	----------	----------	------------------	----------	-------------

General maintenance and repairs. Tasks include carpentry, plumbing, and/or electrical/telephone work. B&G will assign jobs to vendors with these skill sets. Hours will depend on the task. Vendors with these skills should let B&G committee know of them.

Other Market Jobs

18	Super Clean Bathrooms		12	3	Mar, June, Aug, Oct	1	--
-----------	------------------------------	---	-----------	----------	----------------------------	----------	-----------

Clean all fixtures, floors, mirrors, windows; wipe down walls and doors, wash curtains. Deep clean the toilets inside, around the sides and bottom. Tidy storage closet in large bathroom.

19	Attend Chamber Events		24	2	Jan - Dec	1	--
-----------	------------------------------	---	-----------	----------	------------------	----------	-----------

Represent the IFM at the Tompkins County Chamber of Commerce After Hour Events. Held on the second Wednesday of every month.

20	Bag Meters		12-24	.5	May - Oct	1-2	--
-----------	-------------------	---	--------------	-----------	------------------	------------	-----------

Bag meters at DeWitt Park and remove at the end of each market.
Bag Tuesdays at 6am; bag Thursdays at 2pm. the morning of market.

21	Coordinate Musicians		20	.5	varies	1	--
-----------	-----------------------------	---	-----------	-----------	---------------	----------	-----------

Obtain, organize and promote high quality music at market for Saturday and Sunday. The market allows one musical group per market to be paid. Musicians are allowed to receive gratuities. May have some involvement during market hours. Get musician lists to advertising, web site and the market manager.

22	Pantry Donations		20	1	April - Dec	1	!
-----------	-------------------------	---	-----------	----------	--------------------	----------	----------

Organize end of day produce and food donations for food pantry pick up. Must be familiar with local food pantries.

Office & Clerical Work

23	Work Hour Coordinator		20-30	?	Jan - Dec	1-2	O
-----------	------------------------------	---	--------------	----------	------------------	------------	----------

Works closely with Market Manager and other committee chairs to match work hour jobs with vendors. Will require contacting vendors in person, by phone and/or email, and monitoring job lists to ensure tasks get done.

24	Annual Newsletter		10-20	10-20	Jan/Feb	1-2	O
-----------	--------------------------	--	--------------	--------------	----------------	------------	----------

Help write, collate & design the annual newsletter to be mailed by the end of February. Collect photos or art work. Computer skills needed. Must be approved by the Market Manager before printing. Take or email to printer, proof, and pick up, then mail to membership.

25	Bulletin Board		9	.25	Apr - Dec	1	--
-----------	-----------------------	---	----------	------------	------------------	----------	-----------

Tidy and maintain the bulletin board next to the office. At manager's request, post IFM materials, remove out-of-date postings, and keep board attractive and clean.

*****Office & Clerical Work (continued)*****

26	Office Tending		8-16	8-16	TBA	1-2	0	--
----	-----------------------	--	-------------	-------------	------------	------------	----------	-----------

Assist the Assistant Manager when the Market Manager is on vacation. Saturday: 8 hours; Sunday: 8 hours.

27	Chalkboards		9	.25	Apr - Dec	1	!	
----	--------------------	---	----------	------------	------------------	----------	----------	--

Every Saturday write the market message on the chalkboards and put them out, pick them up at the end of the day and store them in the bathrooms.

*****Annual Meeting Assistance*****

28	Meeting Set-Up		4-8	1-2	March & Nov	6-12	--
----	-----------------------	---	------------	------------	------------------------	-------------	-----------

Help at the Spring and Fall Meetings: Set up room, break down at end and collect garbage. Vendors may also man the information table to answer questions before the meetings, do the sign-in, and give handouts to members.

29	Food Donations		time varies	time varies	Mar & Nov	12-20	--
----	-----------------------	--	--------------------	--------------------	----------------------	--------------	-----------

Providing snacks or beverages for meetings & IFM events (Spring Meeting & Fall Membership Meetings, Spring & Fall Clean-Up Days). Amount is based on what the Market Manager requests. Vendors may donate prepared food and snacks in exchange for work hours [2011 rate = \$20/ work hour].

Unpaid Work Hour Jobs

- Marching in the Ithaca Festival Parade
- Sweeping the pavilion before market day
- Attending annual spring and fall membership meetings

The above activities are not counted toward work hours because they are activities that are inherent to being a member of and promoting the IFM community.

Miscellaneous Work Hour Jobs

Other work hour jobs will be available on a one-time basis. These jobs will be announced at the beginning of every new season and will be posted in the market office and in the weekly updates until the positions are filled.

Also check in with the market manager for unexpected jobs during the season.

Committee Work

--**Committee chairs are appointed or approved by the board.**
The chair of a committee is responsible for scheduling meetings, contacting members, and facilitating the meetings.

--**Committee members are appointed or invited by the committee, pending final approval by the board.**

--**Ad Hoc committees can be appointed by the board to work on specific projects or events. Need for members will be announced.**

--**Generally, committees meet monthly or every other month. Some meet more or less often depending on necessity.**

--**Information related to how often and what time of year committees meet has been omitted from the charts below.** Contact committee chairs to get more details regarding meeting frequency and work hour availability.

Operational Committees

Operational Committees are concerned with the daily functions of the IFM and report to the market manager.

30	Advertising	10-40 hrs per member	time varies	7-?	0	--
-----------	--------------------	-----------------------------	--------------------	------------	----------	-----------

Assist the market manager with promotional events. Write, place, and announce ads, and work with advertisers. Create and update IFM marketing tools. Place ads in numerous free venues, both print and radio. Distribute IFM promotional materials to Chamber of Commerce and numerous tourist locations. Develop an annual budget to cover operating costs of committee. Chair reports to the IFM manager unless the chair serves on the board.
2011 Chair: Ginny Gartlein, Raintree Farms

31	Information Technology	10-30 hrs per member	time varies	5-?	0	--
-----------	-------------------------------	-----------------------------	--------------------	------------	----------	-----------

Assist the market manager on demand with computer related issues. Maintain and research new ideas for the IFM website. Update the website as necessary through weekly update on home page, vendor information, photos, and promote IFM news and events. Maintain and update the IFM's Facebook page and post regularly on Twitter. Develop an annual budget to cover operating costs of committee. Chair reports to the IFM manager unless the chair serves on the board.
2011 Chair: Amy Hnatko, ASHnatko Designs

32	Sustainability	10-30 hrs per member	time varies	6-?	0	--
-----------	-----------------------	-----------------------------	--------------------	------------	----------	-----------

Oversees the IFM zero-waste program. Develops proposals to further implement zero-waste goals and educating public and membership about program. Oversees the zero-waste receptacles maintenance. Develop an annual budget to cover operating costs of committee. Chair reports to the IFM manager unless the chair serves on the board.
2011 Chair: Robin Ostfeld, Blue Heron Farm

Operational Committees (continued)

33	Buildings & Grounds	10-30 hrs per member	time varies	5-?	GC!	--
-----------	--------------------------------	-----------------------------	--------------------	------------	------------	-----------

Monitor state of the IFM grounds and pavilion throughout season. Assist in coordinating needed repairs and maintenance work. Develop an annual budget to cover operating costs of committee. Chair reports to the IFM manager unless serving on board.

2011 Chair: Andy Ives, 17th Century Suds

34	Member Relations	10-30 hrs per member	time varies	5-?	O	--
-----------	-------------------------	-----------------------------	--------------------	------------	----------	-----------

Ensures that all new members know IFM rules and procedures. Work with the market manager planning and organizing events during the market season. Most events should be planned in advance for Sundays and Thursdays, or at the beginning or end of the season. Examples: Strawberry Festival, Blueberry Festival, Corn Festival, etc. Must submit a written proposal and budget to the Market Manager prior to permission being granted to hold event.

2011 Chair: Margaret Neher, Margaret Neher Glass

Governance Committees

Governance Committees are concerned with IFM policy and report to the **IFM board of directors**.

35	Governance	10-30 hrs per member	time varies	5-?	O	--
-----------	-------------------	-----------------------------	--------------------	------------	----------	-----------

Review IFM rules and regulations. Propose updates and changes to the IFM board as needed. Responsible for publication of IFM member guide and its contents.

Chair: Sandy Soule, Sandy's Jewelry

36	Budget & Finance	10-30 hrs per member	time varies	4-6	O	--
-----------	-----------------------------	-----------------------------	--------------------	------------	----------	-----------

Work with other committees to develop the annual budget and bring recommendations to the board. Review bookkeeping to make sure all money is accountable. Have a back up of all financial records from the market manager' computer. Oversee market spending. Assist with rewarded grants. Annual budget is due to the board in October of each year.

Chair: Susan Rollings, Sundancer Designs Textile Co.

37	Personnel	10-20 hrs per member	time varies	4-?	O	--
-----------	------------------	-----------------------------	--------------------	------------	----------	-----------

Bring recommendations for hiring, evaluating, and dismissing paid personnel to the IFM board. Keep board up to date on relevant employee laws, and assist the board in applying special personnel skills to solve market problems.

Chair: David Kingsbury, Turtle Island Pottery

38	Reserved Stall	2-4 hrs per member	time varies	1-3	O	--
-----------	-----------------------	---------------------------	--------------------	------------	----------	-----------

Assist with preparation for, and implementation of annual stall auction each March.

2011 Chair: Jim Hardesty, Dancing Brush Syntony

*****Governance Committees (continued)*****

39	Agriculture	10-30 hrs per member	time varies	9-10	0	--
-----------	--------------------	-----------------------------	--------------------	-------------	----------	-----------

Oversee production to ensure that IFM agricultural producers grow all their market products within a 30-mile radius. Jury and contact new ag vendors. Jury current vendors with new enhanced-ag products. Inspect farms to ensure all rules are followed. Review and propose updates to ag guidelines, and bring recommendations to board for approval.

2011 Chair: Bob Stull, CRS Growers

40	Artisan	10-30 hrs per member	time varies	7-9	0	--
-----------	----------------	-----------------------------	--------------------	------------	----------	-----------

Monitor vendor products and displays to ensure they are in compliance with artisan guidelines. Perform studio inspections to ensure all products are produced within the 30-mile radius. Jury new vendors and current vendors with new work. Review and propose updates to artisan guidelines, and bring recommendations to board for approval.























**2011 Co-Chairs: Mary Shelley, Art by Mary Shelley
Sandy Yahner, Frosty Morning Jewelry**

41	Food	10-30 hrs per member	time varies	5-?	0	--
-----------	-------------	-----------------------------	--------------------	------------	----------	-----------

Inspect vendor kitchens to make sure all rules are followed. Ensure all vendors are aware of and follow licensing and permit requirements, and that food guidelines are being followed. Jury new food vendors and new food products of current vendors. Review and propose updates to food guidelines, and bring recommendations to board for approval.

2011 Chair: Neil Schwartzbach

*****Quick Reference IFM Job List*****

1	Berm Tending		20-30	1-2	Mar - Nov	25+	G
2	Berm Coordinator		20-30	1-2	Mar - Nov	1-2	GO
3	Mowing		20-25	1-2	April - Oct	1-2	!
4	Weed-Whacking		20	1-2	April - Oct	1-2	G!
5	Weekend Tidy-Up		20	.25	April - Dec	12-20	--
6	Grade Driveway		20	5+	Mar & Nov	1	!
7	Road Sign Placement		12-30	.5	April - Dec	1-2	--
8	Road Sign Maintenance		8	5+	March	1	!
9	Barricade		18	.25	April - Dec	1	--
10	Garbage Area		8-10	1-2	May,July,Sept,Dec	1-2	--
11	Haul Garbage		26-50	1-2	April - Dec	1-2	!
12	Clean Gutters		6-12	3-5	Mar,June,Nov	1-2	!
13	Wash Pavilion		12-54	5+	Mar - Nov	1-2	!
14	Electric Blower		20-30	1	April - Dec	1-2	--
15	Compost Bin Maintenance		9-36	.5	April - Dec	1-8	--
16	Tidy Barn		12-16	3-4	Mar,June,Sept,Nov	1-2	!
17	General Maintenance		?	?	April - Dec	?	CEP!
18	Super Clean Bathrooms		12	3	Mar,June,Aug,Oct	1	--
19	Attend Chamber Events		24	2	Jan - Dec	1	--
20	Bag Meters		12-24	.5	May - Oct	1-2	--
21	Coordinate Musicians		10	.25	varies	1	--
22	Pantry Donations		20	1	April - Dec	1	!

*****Quick Reference IFM Job List*****

23	Work Hour Coordinator		20-30	?	Jan – Dec	1-2	O	
24	Annual Newsletter		10-20	10-20	Jan/Feb	1-2	O	
25	Bulletin Board		9	.25	April – Dec	1	--	
26	Office Tending		8-16	8-16	TBA	1-2	O	
27	Chalkboards		9	.25	April – Dec	1	!	
28	Meeting Set-Up		4-8	1-2	Mar & Nov	6-12	--	
29	Food Donations		time varies	time varies	Mar & Nov	12-20	--	
30	Advertising Comm.		10-40	time varies		7-?	O	--
31	Information Technology		10-30	time varies		5-?	O	--
32	Sustainability Comm.		10-30	time varies		6-?	O!--	
33	Buildings & Grounds		10-30	time varies		5-?	GC!--	
34	Member Relations Comm.		10-30	time varies		5-?	O	--
35	Governance Committee		10-30	time varies		5-?	O	--
36	Budget & Finance		10-30	time varies		4-6	O	--
37	Personnel Committee		10-20	time varies		4-?	O	--
38	Reserved Stall Comm.		2-4	time varies		1-3	O	--
39	Agriculture Committee		10-30	time varies		9-?	O	--
40	Artisan Committee		10-30	time varies		7-9	O	--
41	Food Committee		10-30	time varies		5-?	O	--