

# A Saturday Morning at Green Thumb Farm

## Farmgate Market Manager – What the role looks like in practice

At Green Thumb Farm, Saturday mornings are lively, early, and deeply rewarding. The Farmgate Market Manager is the person who brings it all together — calmly and practically guiding the market from setup through to pack-down.

This document is designed to help you understand what a typical Saturday looks like in real time.

## 6:00am – Arrival & Initial Setup

You arrive on-site early with the Market Support Team. The site is quiet and the focus is on preparation.

Your role includes:

- Briefing the support team on the plan for the morning
- Overseeing setup of market infrastructure
- Ensuring Green Thumb Farm's produce and bakery stalls are prepared for setup
- Ensuring price signage, Square payment devices, and equipment are ready and accounted for
- Coordinating timely harvesting of vegetables and flowers for market display and sale
- Checking all required OHS (Work Health & Safety) procedures and site safety measures are in place before commencement
- Confirming layout, signage, and overall site readiness

You are not doing everything yourself — you are **directing, coordinating, and supporting the team to get the site ready efficiently.**

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## 6:30am – Stallholders Arrive

Stallholders begin arriving and setting up their spaces.

You:

- Support smooth arrival and positioning of stalls
- Provide on-the-ground guidance and answer questions

- Support volunteers and the market team as needed
  - Ensure setup continues in an organised and timely way
  - Help maintain a positive, welcoming, and community-focused atmosphere
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## **7:30am – Final Setup & Pre-Opening Check**

Final preparations are completed ahead of opening.

You:

- Confirm all stalls (including produce and bakery) are fully ready for trade
  - Ensure Square devices are active and in place for trading
  - Check volunteers and support team are in position
  - Complete final OHS checks prior to opening
  - Address any last-minute issues or adjustments
  - Confirm the site is ready to open
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## **8:00am – 11:00am – Market in Operation**

The market is open and at full activity.

You:

- Oversee smooth market operations and overall site flow
  - Support staff and volunteers to ensure tasks are being managed effectively
  - Ensure produce is being topped up and stalls remain well presented
  - Respond to public enquiries, including volunteering questions and general information
  - Manage any operational issues that arise during trading hours
  - Maintain a calm, organised, safe, and welcoming environment
  - Support a positive, energetic, and community-focused market atmosphere
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## **11:00am – Pack-down Begins**

As trading closes, you supervise the transition into pack-down.

You:

- Coordinate volunteers and team members in pack-down tasks

- Oversee dismantling of marquees, tables, and infrastructure
  - Ensure unsold produce is returned to the cold room and labelled correctly
  - Ensure equipment, signage, and materials are stored in an organised way
  - Confirm Square devices are collected and prepared for charging
  - Ensure pack-down is completed safely and in line with OHS requirements
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## **12:00pm – Close & Debrief**

The market is complete and the site is reset.

You:

- Lead a short debrief with the team
  - Share highlights, challenges, and learnings from the morning
  - Coordinate distribution of any excess produce to volunteers on site
  - Ensure all equipment is accounted for and the site is secure
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## **Mid-week preparation (light coordination – approx. 1–2 hours/week)**

Between market days, you complete light coordination tasks to ensure the following Saturday runs smoothly.

This includes:

- Updating stallholder and price signage as required
- Liaising with the Volunteer Coordinator to confirm adequate staffing for the market
- Managing basic staff rosters for Saturday support roles
- Confirming weekly requirements with the Green Thumb Farm team (produce, bakery, and site needs)
- Supporting any simple operational adjustments or communications for the upcoming market

Where needed, this may also include coordination around ordering or replenishment of market supplies in collaboration with the broader Green Thumb Farm team.

## What this role feels like

- Early starts and hands-on coordination
- Leading a small team in real time
- Keeping a busy public space running smoothly
- Making quick decisions calmly and practically
- Working outdoors in a vibrant, community-driven environment where people feel welcome and connected

You are the **central coordination point** that keeps the market running — supported by a team, not working alone.