

Madison County Master Gardener "Spring Plant Sale"

JOB DESCRIPTIONS 2025

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.

Ticket Writer

Work in pairs. One person will call out the number of plants and their price, and the other person will record that information on the plant sale ticket. Use numbers only (no roman numerals). Do NOT total ANY of the ticket lines even if it is SUPER simple. This is another volunteer's responsibility and will allow you to move on to the NEXT persons plant order in line. Move DOWN the line. Do not wait on customers to come to you. The rush in the early morning will require volunteers in this position to move swiftly.

Ticket Adder

Total up each price line on the plant sale ticket and put the FINAL ticket TOTAL in the bottom right hand corner along with the total number of plants. You will be seated and have a calculator.

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.