**Country Kitchen Concession Coordinator**

**Responsibilities:**

* Have valid Level One Food Safe certification
* Arrange annual inspections and insurance (e.g., VIHA food facility inspection)
* Provide orientation and training
* Create schedule for Peninsula Country Market shifts
* \*\*Organize the concession for use at the Peninsula Country Market (PCM), on Saturdays from June until Thanksgiving
* From June to November, report at monthly District Senior Council meetings
* Keep detailed financial records (submitted to the District Treasurer before the November District Senior Council general meeting)
* Winterize trailer after the end of the market season (e.g., move to beef barns, disconnect and drain water from pipes)

\*\*During market season (June to early October),

* Prep trailer for Saturday markets (e.g., light pilot-lights, cash float in till)
* After Saturday markets: inspect trailer, weekly sales report (e.g.,
* Restock trailer as needed (e.g., supplies, food/drink, propane)
* Reconcile weekly sales reports (e.g., cash balance)

**COUNTRY MARKET TIMELINES**

Market runs from the first Saturday in June to Thanksgiving.

Typically, we have not participated in the first market of the year as it is in Brentwood Bay as part of Brentwood Bay Days, but there isn’t any reason why we can’t, should someone wish to do so.  We do, however, do the Brentwood Bay Days parade as well on that date.

1. **Before March 31st**
	1. Complete Peninsula Country Market vendor application online (Renewal) <http://peninsulacountrymarket.ca/applications/>
	2. Once approval received, send PCM $40.00 membership cheque.
2. **March District meeting**
	* + 1. Circulate schedule and sign-up sheet
			2. Choose date for mandatory training at March District Meeting.
3. **April** (2 months before opening day)
	* + 1. Complete VIHA food application and provide payment once invoice is received.
			2. Arrange for VIHA inspection
4. Apply for 4-H Insurance – as soon as renewal is approved you must supply.
5. Provide Concession Coordinator’s Food Safe Certificate to Market Coordinator.
6. **May**
	* + 1. Receive operation seal and attach small decal to permit in trailer and large to trailer exterior.
			2. Post completed schedule on website and circulate to each club.
			3. Hold mandatory training.
			4. Take inventory and stock trailer with necessities and product prior to opening.
			5. Arrange for propane and refill tanks.
			6. Move trailer into location in market field and connect power and water.  Ensure you contact Saanich Fair staff to arrange for the powerhouse to be open.