

 PUMPKIN  
Patch Shift Duty Overview

This is a fun and easy way to serve others. Please show up a few minutes before your intended shift. Remember you are an ambassador of the pumpkin patch. Welcome our guests when they arrive as you are the first impression of our Pumpkin Patch. Bring a friend or a book as there will be some down time especially in the mid-day shifts.

#### OPENING SHIFT (10:00am)

The cash box, pumpkin patch manual, iPad and credit card reader will be delivered to the Opening shift. Be sure the Ipad and card reader are plugged in! Log on to the iPad. Instructions are in the Pumpkin Patch manual). Set up the cash-out table with church handout. There is a storage box under the table, which contains things you will need. Make sure tables & Patch look good and are customer-ready! Welcome guests when they arrive and give them a church handout when they leave!

#### MIDDAY SHIFTS (12:00 noon, 2:00pm, 4:00 pm)

Walk the Patch to be sure it looks presentable. Throw away any rotten pumpkins. Welcome guests when they arrive and give church handout when they leave!

#### CLOSING SHIFT (6:00pm)

At about 7:45pm, the Financial Closer will arrive. One adult (if at all possible) should accompany the Closer into the church office with the cash box, iPad and card reader and Pumpkin Patch Manual to count the money, if two on shift. Please plug in the iPad and card reader on (office countertop) for overnight charging. The remaining helpers should start to close the Patch for the night. Put supplies back in the storage bin stashed under the table. Empty garbage. Welcome guests when they arrive and give them a church handout when they leave! LIGHTS REMAIN ON.




Training is available for all new volunteers and includes pumpkin pricing, credit card charges and Venmo.



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*Patch*



**General Information**

- There is a bathroom available in the sanctuary
  - Cash Box: Each shift is responsible for the cash box. If you step away from the cash-out table, please put the cash box in the storage bin under the table.
  - Walk the Patch: If each shift walks through the Patch, turns pumpkins and disposes of ones that are starting to rot, our Patch will be a more blissful place (and will save one person from having to do it all). Pitch in if you are able, it will be greatly appreciated. ☺
  - Electricity / Lights: There is an extension cord available for general use (radio, computer, iPad, etc). Lights stay on 24 hours.
  - Food & Beverage: Please bring whatever you need for your shift as there is nothing “readily” available. No alcohol, please.
  - Rain: Please show up for your shift as planned. If it starts to rain, proceed either to your car or to the Sanctuary (there is a FOB in the Money Box to the Sanctuary) and wait out the rain as it very well could be sunny in a few minutes.
  - Bugs & Insects: Evening shifts may need bug spray so please bring if you are susceptible to mosquitoes, etc. Also, be careful as ant piles have been seen around the patch.
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