



Vendor Checklist

## Preparing your Staff

Post the checklists for staff where they can see them. As a vendor, follow the suggestions listed in “Preparing your staff” so they have the tools and understanding to do their jobs, and represent your business in the best possible manner.

### It's in your interest to:

- Train staff on the specifics of market preparation for your business.
- Provide written instructions, forms and checklists for vehicle cleaning, thermometer calibration, supplies to check, stock, pack and store safely in advance, food to pack for market day, time/temperature record-keeping.
- Appoint an individual to oversee market preparation, providing them with the Preparation checklist to record activities.

