

# Market to Chef Program

## Chef Instructions

### I. Schedule

	<b>Wednesday Market</b>	<b>Saturday Market</b>
Farmers update Availability List	By Saturday midnight	By Tuesday midnight
Chefs make orders	Sunday by midnight	Wednesday by midnight
Farmers harvest	Monday and Tuesday	Thursday and Friday
Delivery at market, or pre-arranged	Wednesday	Saturday

### II. Make your orders

- A. Visit the [Chef Order Sheet](#) to view available products.
- B. Open your tab (at the bottom)
- C. Mark the quantity of the products you want in the Order Column.
- D. Your orders will populate into the corresponding Farmers' columns (to the right).
- E. Totals for all orders and for individual farms will populate at the bottom.

### III. Pick up your order at Market

- A. The general expectation is that farmers will have your order at market. In the case that they will not be there that day, they will call you to arrange alternate delivery.
- B. If you are not able to make it to market, call the farmer(s) to arrange alternate delivery. Contact information is on the first tab of the Chef Order Sheet.

### IV. Chef Hours: 7am - 9am Wednesday and Saturday

- Free chef parking on Wednesdays
- Use of loading zone at end of the middle aisle Wednesday.
- Use of loading zone on 4th St. on Saturday.

### V. Feel free to contact site administrators for questions.

### VI. Archive

- Want to check out past orders? They live here in this folder: [Archive](#)

