

JOB DESCRIPTION – APPLE PICKING

(YOU MUST READ THESE INSTRUCTIONS CAREFULLY)

PICKER WILL REQUIRE A HIGH DEGREE OF PHYSICAL FITNESS AND HEALTH.

IT IS ESSENTIAL THAT PICKERS START WORK AT THE NOMINATED TIMES WEATHER PERMITTING, A MINIMUM OF 5 DAYS WORKED EACH WEEK.

PICKING BAGS WILL BE PROVIDED WITH AN INITIAL BOND BEING HELD FROM FIRST PAY. THESE BAGS ARE ASSIGNED TO EACH PICKER AND A SUPERVISOR MUST RECEIPT THEIR RETURN TO RECEIVE REIMBURSEMENT OF BOND.

PICKERS MUST UNDERSTAND THAT THIS FRUIT IS OUR LIVELY HOOD AND IF IT IS NOT PICKED CORRECTLY AND IS DAMAGED THE IMPACT IS DETRIMENTAL TO OUR BUSINESS AND INCOME. THE FUTURE OF OUR BUSINESS DEPENDS ON THE CORRECT TECHNIQUES BEING ABIDED TO.

BEFORE WORK COMMENCES A SUPERVISOR WILL DEMONSTRATE THE CORRECT APPLE PICKING TECHNIQUE AND FURTHER ADVICE AND INSTRUCTION IS ALWAYS AVAILABLE FROM A SUPERVISOR UPON REQUEST. IF PICKING TECHNIQUES CHANGE MANAGEMENT WILL PROVIDE TRAINING.

APPLES ARE FRAGILE AND SHOULD BE HANDLED WITH GREAT CARE TO AVOID BRUISING.

FINGERNAILS MUST BE CUT SHORT TO AVOID PUNCTURING FRUIT. MANDATORY TO COMMENCING WORK.

(BRUISING & PUNCTURES WILL DOWN GRADE FRUIT FROM EXPORT QUALITY TO JUICE), PAY RATES WILL BE ALTERED IF FRUIT IS MISHANDLED

THE TREE MUST BE PICKED FROM THE **BOTTOM (GROUND) UP NOT THE TOP DOWN**. THIS IS DUE TO THE SHAPE OF THE TREES AND MINIMIZE LADDER AND FRUIT DAMAGE.

- START AT THE GROUND LEVEL AND PICK AROUND THE TREE TO AS FAR AS YOU CAN REACH OR TO THE WIRE IF THERE IS ONE.
- **YOU MUST EMPTY THE BAG BEFORE CLIMBING THE LADDER.** IF YOU NEED TO TOP UP COMPLETE FILLING BAG FROM THE BOTTOM OF THE NEXT **TREE ONLY BUT NO FURTHER** THEN EMPTY BEFORE CLIMBING LADDER.
- **THEN PICK FROM TOP OF THE TREE DOWN TO MIDDLE.** CAREFUL PLACEMENT OF LADDER (SEE LADDER TECHNIQUE.)
- **ALL TOPS OF TREE MUST BE PICKED AND DO NOT LEAVE.**

GLENBURN ORCHARDS APPLE PICKING TREE TECHNIQUE:

- GRASP FRUIT GENTLY – APPLES ARE SUPPORTED IN PADS OF PALMS, FINGERS SHOULD NOT EXERT ANY PRESSURE TO AVOID BRUISING. ROTATE ROLLING WRIST UPWARDS TO RELEASE STEM FROM LIMB.
- **DO NOT PULL DOWN OR YANK APPLES OFF.** PULLING WILL REMOVE THE STALK & CAUSE SEVERE FINGER BRUISING.
- STALKS SHOULD BE LEFT ON THE FRUIT

GLENBURN ORCHARDS LADDER PRECAUTIONS & TECHNIQUE:

- PERSONAL SAFETY TRAINING DEMONSTRATION
- ***NEVER FACE LADDER DOWNHILL. MUST BE HEADING UP HILL ON EVEN GROUND***
- TILT SIDEWAYS PICKING BAG SHOULD SIT TO THE SIDE OF LADDER TAKING CARE NOT TO BANG BAG AGAINST RUNGS OF LADDER
- WHEN USING LADDER – CLIMB LADDER WITH AN EMPTY BAG, HALF FILL & DESCEND LADDER
- ONLY HALF FILL BAGS UP THE TREES. DO NOT BEND THE LIMBS
- CHECK WITH SUPERVISOR IF IN DOUBT
- LADDER MUST NOT BE LAID ON THE GROUND OR USED FOR ANY OTHER PURPOSE
- LADDERS WILL BE YOUR RESPONSIBILITY TO MOVE FROM TREE TO TREE. PICKING BAG & LADDERS HAVE MATCHING NUMBERS

QUALITY CONTROL BY OFFICERS AUDITING ALL PICKING PROCESSES WILL OCCUR. WARNINGS & DISMISSALS WILL OCCUR. REDUCTION IN PAY RATE FOR POOR QUALITY FRUIT.

BAG TO BIN TECHNIQUE:

ADJUST BAG TO FIT COMFORTABLY. BAGS ARE EMPTIED INTO BINS. TO EMPTY BAG, LEAN OVER THE SIDE OF THE BIN AND REST THE BOTTOM OF THE BAG GENTLY ON THE BASE OF THE BIN. OPEN BAG, THEN LIFT SLOWLY SO THAT THE FRUIT GENTLY ROLLS (***NOT DROP OR FALL***) FROM THE BASE OF BAG. ***THIS PROCEDURE DONE INCORRECTLY IS A MAJOR CAUSE OF BRUISED FRUIT.***

NO DROPPING OR ROLLING DOWN HITTING THE OTHER SIDE ON HILLS. WE CAN HEAR BRUISING!

- FILL BIN EVENLY STARTING AT THE LOWEST POINT & WORKING AROUND ALL SIDE TO EVENLY FILL.
- MUST BE LEVEL AT THE TOP **DO NOT PILE UP IN THE MIDDLE LEVEL AT THE TOP**
- CARE ON HILLS TO AVOID ROLLING MUST FILL FROM LOWEST POINT THEN WORK AROUND SIDES TO EVENLY FILL

NO MARIJUANA, ALCOHOL OR ILLICIT DRUGS PERMITTED IN THE WORKPLACE GLENBURN ORCHARDS HAS POLICY FOR INSTANT DISMISSAL

NO FOREIGN OBJECTS ARE TO BE PLACED IN BINS.

IF FRUIT IS BRUISED DURING PICKING, THE PICKER RESPONSIBLE WILL BE SHOWN THE BRUISED FRUIT AND ANY OBVIOUS PICKING TECHNIQUE PROBLEM WILL BE ADDRESSED BY THE SUPERVISOR. IF PROBLEM PERSISTS, ONE WARNING WILL BE GIVEN AFTER WHICH CONTINUING PROBLEMS WILL RESULT IN TERMINATION OF EMPLOYMENT AND REDUCED PAY RATE.

STAFF SHOULD ALSO ENSURE THEY FOLLOW ***PERSONAL HYGIENE*** PRACTICES IMPLEMENTED BY THE EMPLOYER. THESE PRACTICES INCLUDE, BUT ARE NOT LIMITED TO, THOROUGHLY WASHING HANDS AT THE BEGINNING OF EACH SHIFT, WHEN RETURNING FROM TOILETS OR AFTER HANDLING ANY MATERIALS OR EQUIPMENT THAT MAY BE CONTAMINATED.

GLENBURN ORCHARDS HAS IMPLEMENTED A QUALITY SYSTEM BASED ON SQF 2000 THAT STRESSES THE IMPORTANCE OF ***SAFE QUALITY FOOD*** FOR THE CUSTOMER. ALL STAFF MUST DO THEIR UTMOST TO ENSURE THE PRINCIPALS OF THIS QUALITY SYSTEM ARE UPHELD AT ALL TIMES