

## **JOB DESCRIPTION – CHERRY PACKING AND GRADING**

*(YOU MUST READ THESE INSTRUCTIONS CAREFULLY)*

THE WORK CONDITIONS IN THE CHERRY PACKING SHED ARE COOL, WARM CLOTHES ARE ESSENTIAL. PLEASE CONSIDER THIS AND CHOOSE APPROPRIATE ATTIRE WHEN AT WORK, SUCH AS COVERED FOOTWEAR AND WARM CLOTHING. **FUR LINED HATS AND FUR LINED HOODS ARE NOT ALLOWED IN THE WORK AREA**, OTHER COOL WEATHER CLOTHING IS ADVISED. FATIGUE MATS ARE SUPPLIED.

BEFORE WORK COMMENCES A SUPERVISOR WILL DEMONSTRATE THE MANNER IN WHICH WE DESIRE FRUIT TO BE HANDLED. FURTHER ADVICE AND INSTRUCTION IS ALWAYS AVAILABLE FROM A SUPERVISOR ON REQUEST. HATS, APRON & COTTON GLOVES WILL BE SUPPLIED.

CHERRIES ARE FRAGILE AND SHOULD BE HANDLED WITH GREAT CARE TO AVOID **BRUISING**. FINGERNAILS SHOULD BE KEPT SHORT AND GLOVES WORN (PROVIDED) TO AVOID PUNCTURING FRUIT. ALL FRUIT HANDLERS SHOULD ENSURE THAT ALL PRECAUTIONS ARE TAKEN TO ENSURE NO FOREIGN MATTER DROPS INTO TRAYS AND CARTONS SUCH AS JEWELLERY, HAIR ACCESSORIES OR OTHER TYPES OF PERSONAL ITEMS. HATS ARE TO BE WORN AT ALL TIMES. JEWELLERY IS NOT PERMITTED, HAIR MUST BE TIED BACK.

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.

ALL FRUIT WILL BE GRADED INTO CLASS 1, CLASS 2 OR WASTE. SORTERS WILL NEED TO CATEGORIES THE QUALITY CHERRIES INTO EACH CLASS ACCORDING TO GUIDELINES PROVIDED.

SORTER WILL GRADE THE FRUIT INTO CLASS 1, CLASS 2, JAM OR WASTE. TRAINING IS PROVIDED ON WHAT FRUIT IS PLACED INTO EACH OF THE LINES.

THE FRUIT NEEDS TO BE OBSERVED CONSTANTLY FOR ANY DAMAGE SUCH AS CRACKS OR BLEMISHED, STEMLESS OR BRUISED FRUIT WILL AFFECT THE GRADE AND QUALITY OF FRUIT. ANY PEST OR DISEASE FRUIT MUST BE REMOVED.

GOOD EYE SIGHT AND A HIGH STANDARDS OF CONCENTRATION IS REQUIRED.

COUNT STAMPS SHOULD BE NEAT AND STRAIGHT, AND IN THE ALLOTTED SPACE AT THE END OF EACH CARTON.

ALL STAFF SHALL BE RESPONSIBLE FOR KEEPING THE PACKING AREA CLEAN AND TIDY.

**MOBILE PHONES ARE NOT TO BE USED IN THE PACKING SHED DURING WORK HOUR. HOWEVER A 1 EAR PIECE POLICY FOR PHONES/IPOD FOR MUSIC WILL BE AT THE DISCRETION OF MANAGEMENT.**

STAFF MUST ALLOW THEMSELVES TIME TO SIGN IN AND APPLY THE PROTECTIVE CLOTHING NECESSARY PRIOR TO START **TIME**.

GLENBURN ORCHARDS HAS IMPLEMENTED A QUALITY SYSTEM BASED, THAT STRESSES THE IMPORTANCE OF **SAFE QUALITY FOOD** FOR THE CUSTOMER. ALL STAFF MUST DO THEIR UTMOST TO INSURE THE PRINCIPALS OF THIS QUALITY SYSTEM ARE UPHELD AT ALL TIMES. ALL STAFF MUST BE AWARE OF EXPORT REGULATIONS REQUIRED.