

# GLENBURN ORCHARDS- Employment information for Cherry Season

Welcome to our business.

We will recognise  
consistency & quality in  
the orchard & the shed.

Meet & greet your  
supervisors.

## WELCOME TO GLENBURN ORCHARDS

On this property there are fruit trees being cherries and apples. The harvest is critical to our future business and is intensive and demanding for all concerned.

## **Recording your Time or Lugs; as set out in conditions of employment. (To be received on induction)**

### Receiving your pay

Pay periods span Thursday to Wednesday with pays processed every Thursday.

Direct deposits are made to your bank accounts and in most cases funds should be available to you each Friday. Public holidays may delay these transfers. Please advise if you already have an existing superannuation account. If you do not your super will be paid to TasPlan.

## **Documentation required and employment form must completed.**

- Tax File Number
- BSB and Bank Account Number
- Superannuation Account Number
- Immigration and working visa identification

**Not having the above information may result in delays in processing your wages.**

### Food and beverages

Bring enough food and drink with you for the whole day. The property is not near a shop. Bring your own drink bottle or cup. Eating is not permitted in the production areas that includes chewing gum.

## **Workplace Safety and Courtesy**

Inside the packing shed and in the orchards vehicles always have right of way. These will include forklifts, tractors and trucks. It is your responsibility to move yourself and belongings out of the way.

Tell your supervisor if you hear abnormal noise machinery, know the location of emergency stop buttons and use them if necessary. (Packing shed)

Please report any work place incidents before finishing your shift. Notify management of any unsafe or work place concerns through your supervisor or main office.

## **Litter and Glass**

No litter is to be left behind on the property. A rubbish bin will be available. DO NOT bring glass containers of any nature to the property.

## **Drug & Alcohol policy & work place conduct & courtesy**

No employee shall arrive at work affected by alcohol and/or drugs or partake in those substances on site.

Smoking is not permitted whilst picking fruit or inside the packing shed. Outside the shed there are designated smoking areas. Ensure your butts are placed in the bins provided.

### **Responsible Behaviour**

Employees must always behave in a responsible and mature manner. No horseplay or practical jokes will be tolerated. No throwing of fruit will be tolerated.

No unauthorised use of machinery.

No violence, sexual harassment or verbal abuse will be tolerated.

No spitting in packing shed or the orchard will be tolerated. Vandalism or theft will be handled by the Police.

### **Personal Hygiene**

Long hair must be tied or plaited and no hair should touch the picking containers or bins. You must have clean hands and short fingernails so as not to spoil the fruit.

You MUST wash your hands between going to the toilet and resuming work.

### **Pickers—Workplace Safety**

Always wear sun-safe clothing

Always wear a broad brimmed hat or cap

Always apply sunscreen

Always wear sensible paddock footwear

DO NOT wear thongs

DO NOT wear jewellery in the paddock

DO NOT use a ladder until you have been shown by a supervisor how to use it in a correct manner. ASK to be shown.

Never ride on the fruit trailers when they are moving.

### **Packers—Personal Hygiene**

Wear clean clothing each day (no overalls are provided). You must wear the hair cover supplied to you and it must cover all your hair.

Long hair must be tied back and tucked under the cap.

You must wear the gloves supplied to you so make sure that your fingernails are not too long or sharp and paint free.

DO NOT come to work if you have a cold or a runny nose, virus or diarrhoea.

Mobile phones/iPod a 1 ear piece only at the discretion of management

Mobile phone to be turned off.

### **Verbal Communication**

This company is proud to be a multi-cultural employer, however, as a matter of courtesy as well as for your own safety, we insist that the only language used in the workplace in mixed company is English.

### **General**

Personal hygiene is a necessity when working with food and if you fail to comply with these hygiene standards you will be asked to leave.

Report any Pest or Vermin to management.

### **Packers—Workplace Safety**

In the cherry packing room you will need to dress in warm but not bulky clothing. This is a chilled environment to keep the fruit at optimum quality.

Shoes must be covered and comfortable.

DO NOT wear any necklaces, bracelets, loose watches, dangling earrings or any jewellery with stones or beads.

Facial body jewellery must be removed.

DO NOT leave your shoelaces untied. Use care when climbing the grader steps. No mobile phones or in-ear music devices are allowed while grading.

When moving around inside packing shed walk within marked walkways.

### **Employee Purchases**

Fruit is available for purchase by employees at discounted price. DO NOT remove fruit from the property without asking management.

Picking strap bond of \$35 will be repaid on return.

Picking hook & rope are available for purchase.

We hope you enjoy your season with us.