

Lane Coordinator Job Description
Final
Revised 5/23/19

Reports to: Shift Foreman or welfare farm manager

Minimum Requirements:

- Have a friendly attitude
 - Understand the proper method for pick fruit and willing to instruct volunteers when necessary
 - Understand the proper level to fill bins
 - Know how to tag bins
1. Individuals should arrive 15 minutes prior to the start of their shift.
 2. Sign in at the sign in table.
 - a. Put on an orange vest from the sign in table
 - b. Get a bin tagging kit from the sign in table
 3. Welcome and instruct all volunteers with a cheerful smile!
 4. Ensure volunteers have read the instructions and know how to safely pick fruit.
 5. Turn bins on their side if not needed so pickers do not put fruit in them.
 6. As needed turns bins up so they can be filled by pickers once a bin is full or nearly full.
 7. On a busy Saturday there should be four row ushers (two on the north and two on the south sides of the rows) to instruct pickers.
 - a. When their row is completed go back through the same row to the row ushers in the middle of the orchard for the next row assignment. As they do so encourage them to check their work to ensure all pears have been picked.
 8. Check for quality control and instruct pickers how to pick the fruit.
 - a. Gently lifting the fruit while their finger is on the stem.
 - b. Gently emptying their baskets into a bin.
 - c. NO partial bins!
 9. Ensure bins are filled properly. A properly filled bin has pears level with the upper lip of the bin.
 10. DO NOT OVERFILL BINS. Overfilling a bin damages the fruit on the bottom bin when they are stacked for storage and shipping.
 11. When a bin is full, tag it with the proper date and row numbers.
 12. If available, ensure the two-wheeled water cart is moved through the orchard with the volunteers so they can stay hydrated.
 13. Direct all volunteers to sign out when done.
 14. Return the orange vest and bin tagging kit to the sign in table.

Thank you for your help ensuring top quality fruit is delivered to the Lord's storehouse.