

Lane Coordinator Job Description

Lane Coordinators (formerly called row coordinator) are responsible to supervise and coordinate the picking crews on individual rows. A Lane Coordinator's primary responsibility is to ensure that the pears are picked properly, efficiently, and safely. The Lane Coordinator is the front line of quality control, and does not generally pick pears, but rather ensures that pears are picked properly.

- Be kind, patient, and encouraging.
- Ensure workers follow all food safety rules
- Balance workers on both sides of the lane
- Empty bins are moved to where the fruit is
- Bins are filled carefully and completely
- Bins are filled one at a time level full
- Skip empty bins if necessary
- Ensure no good quality fruit is left unpicked
- Finish your row and bin before leaving your shift
- Report to your green vest supervisor at the end of your shift

Lane Coordinator capabilities:

- Lane Coordinators position requires lots of walking and coordinators should be physically fit enough to be on their feet for an extended period of time.
- Lane coordinators should be able to appropriately direct and manage people

Lane Coordinator: Main goals

Lane coordinators have three main goals:

1. Make sure ALL appropriate fruit is removed from the trees.
2. Make sure the bins are filled appropriately.
3. Help the members work together collaboratively and cheerfully.

Lane coordinator job description:

□□□□• It is strongly preferred that lane coordinators have a cell phone. A number will be provided to the lane coordinators for a dispatcher they can call for any problems or needs they have while supervising a crew.

- Lane Coordinators should arrive at least 15 minutes prior to each starting time, and report to the sign-in table or labor coordinator for instructions.
- Sign out for an orange vest at the sign-in table.
- The Double Striped Green Vest Farm Manager or a Green Vest Labor Coordinator will assign you to work with pickers on specific rows. Ideally, one lane coordinator will be assigned to each lane/picking crew, but at times a lane coordinator may need to cover 2-3 lanes.
- The lane coordinator should make sure that the picking crew stays together and picks the trees thoroughly. When the crew becomes too scattered out, picking becomes less efficient and the bins are not used effectively.
- One of your primary responsibilities is to make sure that a bin is filled completely and properly before starting a new bin. The bin should be full, but not above the brim, which will cause damage when the pears are transported. Imagine that a board is placed across the top of the bin. The pears should come close to but not touch the imaginary board. Each bin is considered full when the pears are level with the top. Remember, these bins will be stacked, and we don't want to crush and destroy any fruit.
- There are probably more bins on your row than necessary. This is no accident. It is imperative that one bin be filled COMPLETELY before starting another. DO NOT LEAVE ANY PARTIALLY FILLED BINS. It is preferred that a bin be skipped, rather than have a bin partially filled. A partially filled bin causes delays and impedes the proper transportation of bins. If the next bin is too far away from the action, invite four bodies to move it to an improved location, or leave it empty, tip it on its side, and proceed to the next bin.
- Be sure the pickers are picking the pears properly. This can be observed as the pears are released into the bins. The stem should still be attached to the fruit, and there should not be any spurs or leaves attached. If either is the case, please review the proper picking procedure with the individual. While pickers are picking, you can help make sure that any leaves or inappropriate pears are cleaned from the bin.
- “Treat pears like eggs”. Encourage the pickers to place the pears carefully in the picking bags. Before unloading a picking bag into the bins, lower the bag as low as possible before releasing the contents, filling the bin from the corners first.

- The pickers are expected to harvest around, and through to the middle of the tree. Even though we will have upper tree pickers coming through the lane during the week, continually encourage your pickers to not get “lazy” and fall below their capable reaching potential.
- After finishing the assigned row, the last bin may be partially full. Invite the pickers in the adjoining lane to assist in the filling process ... or visa versa. Avoid leaving a partially filled bin whenever possible.
- When the lane is completed, escort the remaining pickers back down the same lane just completed to the center aisle. While returning, the pickers can harvest any suitable fruit missed and place it in the next appropriate bin.
- When back at the middle of the orchard, direct the pickers to the Double Striped Green Vest Farm Manager or Green Vest Labor Coordinator who will assign them to the next appropriate row to pick. It is important to guide them in this process so that pickers don't waste time looking for a new row.
- Pickers who are leaving may pick up (glean) any fallen fruit they may want to take home.